



Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

RESETTLEMENT POLICY

Departmental Contact Details	
Physical Address	Tyamzashe Building Phalo Avenue Bhisho 5605
Postal Address	Department of Cooperative Governance and Traditional Affairs Private Bag X0035 Bhisho 5605
Document Number	4
Document Name	Resettlement Policy
Custodian	Mr Lindelo Bottoman
Designation	Director
Directorate	Human Resource Management
Telephone No.	040 940 5012
Cell Phone No.	083 451 2194
E-mail Address	lindelo.bottoman@eccogta.go
Date Completed	
Date of Approval	
Date Last Amended	31 March 2021
Date For Next Review	When a need arises
Related Policies	PSCBC Resolution No. 3 of 1999; Toolkit on Recruitment and Selection: Public Service; Commission; Recruitment, Selection and Onboarding Policy, Leave Management, Transfer and Exit Management Policy.


SIGN OFF

I. Head of Department

This Resettlement Policy has been approved by Mr A.A Fani in my capacity as Head of Department of Department of Cooperative Governance and Traditional Affairs.

I am satisfied and concur with the contents of this Policy.

The development of the Resettlement Policy will ensure the department is able to exercise its powers in compliance with the law and guide decision- making in the department.

Signed	
Designation	Head of Department
Date	29/07/2022

II. Executive Authority

The Department of Cooperative Governance has unprecedented opportunity to improve the livelihoods of the people by effectively rendering the many services that it is expected to provide. We have envisage a department that has the required human resource capacity to respond adequately to the challenges of its people.

I therefore trust that guidance from this Policy will contribute to the effective resettlement management in the department.


Signed	
Designation	MEC: Honourable X.E Nqatha
Date	29/07/2022

Table of Contents

SIGN OFF..... iii

I. Head of Department iii

II. Executive Authority iii

1. PREAMBLE 1

2. PURPOSE 1

4. DEFINITIONS 1

5. SCOPE OF APPLICABILITY 3

6. LEGISLATIVE FRAMEWORK 3

7. POLICY STATEMENT..... 4

8. POLICY PRINCIPLES INHERENT IN THE RESETTLEMENT POLICY 4

 8.1. Equity..... 4

 8.2. Transparency..... 4

 8.3. Participation 4

9. WHO QUALIFIES 5

10. SUBSISTENCE AND TRAVEL (S&T) DURING PRE-VISIT TO THE NEW WORKSTATION 5

11. PACKING/LOADING AND REMOVAL OF PERSONAL EFFECTS AT THE OLD
 WORKSTATION 5

12. PERMANENT ACCOMMODATION..... 7

 12.1 Rental of a Dwelling Furnished by an Officer/ Transferee..... 7

 12.2 Transfer fees on purchase/erection of a dwelling and bonding expenses 7

13. CONTINUED PAYMENT OF HOME-OWNER ALLOWANCE 8

14. INCIDENTAL EXPENSES / SUNDRY COSTS 8

15. CHILD SCHOOLING 9

16. PRIVILEGES TO OFFICERS FROM OUTSIDE THE PUBLIC SERVICES 9

17. PRIVILEGES ON TERMINATION OF SERVICE (DEATH, ILL-HEALTH, RETIREMENT)..... 10

18. TIME FRAME FOR CLAIMING RESETTLEMENT DUES 10

20. MONITORING AND EVALUATION OF THE IMPLEMENTATION OF THE POLICY 11

Executive Authority
Initials RE

Head of Department
Initials AF

21. COMMUNICATION/EDUCATION OF THE POLICY 11

22. DISPUTE RESOLUTION MECHANISM..... 11

23. EFFECTIVE DATE OF THE POLICY 11

24. REVIEW OF THE POLICY 12

Executive Authority
Initials *FE*

Head of Department
Initials *AF*

1. PREAMBLE

The Department of Cooperative Governance and Traditional Affairs through this Resettlement Policy intends to give clear guidelines to all employees who are in the process of being appointed/ transferred or seconded to where their services are needed within the Department.

2. PURPOSE

To provide for reimbursement for actual financial expenses incurred due to relocation and resettlement of an employee.

3. OBJECTIVES

The objective of this policy is to provide guidelines that regulates compensation for resettlement and relocation of employees by stipulating:

- 3.1 limits on expenditure incurred from resettlement,
- 3.2 maximum periods of compensation,
- 3.3 restrictions on quantity and kind of personal effects covered,
- 3.4 costs of property transfer; and
- 3.5 other costs associated with relocation and involuntary transfer.

4. DEFINITIONS

Terms and definitions that will be used throughout the procedure that needs clarification for the reader, this can also include any key words; include also technical terms and abbreviations that may be used in this document.

Word/Term	Definition (with examples if required)
COGTA	Cooperative Governance and Traditional Affairs
Employee	Any person who is employed in terms of the Public Service Act, 1994 as amended whether permanently or on contract
New employee	An employee recruited from outside the Public Service
Employer	A State Department or a public institution
Acquainting	Familiarizing oneself with the new workstation
Pre visit	First formal visit to familiarize oneself with new workstation
Relocation	Movement of an employee from an old workstation to new workstation
Interim accommodation	An interim accommodation is defined as temporary abode for the transferee at the new workstation, in a hotel (including bed and breakfast) guest houses and other like accommodation (with the exclusion of family members) for a period not exceeding one (1) month.
Employee's immediate family	Includes only an employee's (a) spouse, life partner(registered) and dependents. "Life Partner according to Pensions Administration Procedure Manual read along the Customary Marriages Act of 1998, would have the following characteristics: (b) The member and his/her partner are unmarried. (c) The partnership may include cohabitation; and (d) The life partner and the member share the responsibility for one another's collective common welfare and social needs, financial and otherwise. (e) Minor child, and/or (f) Relative (i) who lives with the employee except when attending an educational institutions, and (ii) who relies on the employee for the bulk of her or his subsistence.
Dwelling	Place where an employee is accommodated
Incidental expenses	Extra costs that an employee may incur on acquiring a permanent accommodation.

Personal effects	Movable property of an employee and of his/her immediate family, which is normally for personal use, including vehicles. Pets and livestock are excluded.
Resettlement	Refers to the movement of an employee, his/her immediate family, and personal belongings from his/her current workstation to the new workstation.
Travelling Expenses	Costs incurred by an employee and his/her immediate family reporting for duty as well as those incurred on transporting school going children during school holidays.

5. SCOPE OF APPLICABILITY

- 5.1 This policy is applicable to all employees of the Department of Cooperative Governance and Traditional Affairs and their immediate family members. Employee-initiated transfers, for whatever reasons, are excluded by the provisions of this policy.
- 5.2 All employees are required to comply with the policy. The Department will take disciplinary action for any non-compliance with the policy.

6. LEGISLATIVE FRAMEWORK

- 6.1 Constitution of the Republic of South Africa, 1996, (as amended).
- 6.2 Public Service Act, 1994, (as amended).
- 6.3 Labour Relations Act, Act 66 of 1995, (as amended).
- 6.4 Skills Development Act, 1998.
- 6.5 Employment Equity Act, Act 55 of 1998.
- 6.6 White Paper on Human Resource Management.
- 6.7 Public Service Regulations, 2016 as amended.
- 6.8 Basic Conditions of Employment Act, Act 75 of 1997.
- 6.9 PSCBC Resolution No.3 of 1999.
- 6.10 Directives issued by the Minister of Public Service and Administration.
- 6.11 Financial Manual for purpose of calculation and application of allowances and benefits.
- 6.12 Determination by the DPSA on the consideration of the Consumer Price Index.

7. POLICY STATEMENT

- 7.1 The Department of Cooperative Governance and Traditional Affairs recognizes the fact that employees within its employment or prospective employees may at one stage or another be transferred or resettled from their current workstation or residence/home to a new workstation.
- 7.2 Therefore, the Department is committed to fair practices when dealing with the resettlement policy processes to all its employees. For this reason, the Department shall generally meet, within reason, the actual resettlement costs incurred by an employee and her or his immediate family because of official duties, or, in some cases, on termination of service or death.

8. POLICY PRINCIPLES INHERENT IN THE RESETTLEMENT POLICY

The guiding principles underpinning this policy include the following:

8.1. Equity

The distribution of access and opportunity is fair to achieve employment equity in the workplace.

8.2. Transparency

The resettlement process is open and fair.

8.3. Participation

All departmental employees participate in the resettlement process when they are being transferred.

8.4. Value System

The value systems reflected in the department's Resettlement Policy will characterise all dealings between current employees as well as newly appointed employees.

8.5. Accountability

All line managers and HR Practitioners will be required to account for non-adherence to the provisions of this policy. Non-compliance will be dealt with in terms of the Disciplinary Code and Procedures

9. WHO QUALIFIES

- 9.1 Resettlement is paid when an officer is transferred from Head Office to the District, and such transfer is in the interest of State.
- 9.2 The distance between your old and new workplace for officers to qualify for Resettlement benefits should be a minimum of 60 km.

10. SUBSISTENCE AND TRAVEL (S&T) DURING PRE-VISIT TO THE NEW WORKSTATION

- 10.1 The employee to be relocated may visit the new workstation prior to his/her physical transfer, for office necessities and accommodation. The employee shall apply for permission to make a pre-visit to the new office as the expenses will be met by the new office.
- 10.2 The Department may exercise its discretion as a pre-visit is not always required. Only one pre-visit by an employee or a member of her or his immediate family to the new place of work before the date of the transfer is allowed. The pre-visit is restricted to two (2) night's accommodation at the new headquarters, plus reasonable travelling distance payable at the applicable kilometer rate.
- 10.3 The most economical means of transport shall be payable. The employee needs to apply for a special leave that will cover the duration of his/her pre-visit. The application for special leave should be made by the employee at his/her old workstation.

11. PACKING/LOADING AND REMOVAL OF PERSONAL EFFECTS AT THE OLD WORKSTATION

11.1 Preparation for Removal

11.1.1 The employee must submit inventory of the personal effects to the HR Component for removal. This excludes removal of livestock, domestic animals and pets. He/she must arrange a suitable date for removal directly with the company whose tender has been approved.

11.1.2 Payment is made to the removal company and not to the employee. An employee who transports his/her personal effects will not be reimbursed.

11.2 Packing/Loading Personal Effects

11.2.1 The employee may apply for one (1) day special leave to supervise the Packing/loading of his/her personal effects.

11.3 Traveling to the new Workstation

11.3.1 When the employee travels to his/her new workstation to relocate he/she may have his/her vehicle railed, use his/her private transport, or use public transport that is most cost-effective and practical together with his/her immediate family.

11.3.2 In all the above cases, permission is sought via the employee's Human Resource Management Directorate. His/her traveling expenses may be reimbursed only on submission of proof, using the normal subsistence and traveling allowance tariffs. Please note that claims will be limited to the most economical travelling arrangements.

11.4 Unpacking/Off Loading

11.4.1 An employee may apply for a day/ two days special leave to supervise the unpacking /offloading of his/her personal effects.

11.5 Storage and Interim Accommodation

- 11.5.1 An employee may store his/her personal effects for a maximum period of a month. If an employee finds permanent accommodation prior to the end the month, the storage will be paid until the date he/she occupies permanent accommodation.
- 11.5.2 No extension of interim accommodation and storage will be accommodated due to budgetary constraints.

11.6 Accommodation Expenditure

- 11.6.1 Reasonable, actual expenditure for lodging, meals with one beverage per meal, (excluding expenses incurred for alcoholic beverages) and laundry included in the invoice is paid by the employer. The cost implications should always be borne in mind and available alternatives sought, that would be more economical.

11.7 What happens if your family remains at the old workstation?

- 11.7.1 If an employee occupies permanent accommodation at the new workstation, no interim accommodation is payable for his/her family at the old workstation.

11.8 Claiming Interim Accommodation When the Officer Occupies a Rented Furnished Dwelling

- 11.8.1 The above provision falls away as claims for private accommodation is no longer paid as per DPSA Circular no. 3 of 2020 on Local Subsistence and Camping Allowance dated 20 April 2020.

12. PERMANENT ACCOMMODATION

12.1 Rental of a Dwelling Furnished by an Officer/ Transferee

- 12.1.1 If an employee occupies a rented dwelling furnished by him/her, it is deemed to be a permanent accommodation. In cases where an employee occupies this dwelling from the onset, no interim accommodation is payable. By furnishing the dwelling himself/herself, it is deemed to be a permanent arrangement.

12.2 Transfer fees on purchase/erection of a dwelling and bonding expenses

- 12.2.1 The department will pay reasonable actual transfer fees if the employee purchases a dwelling or a building site at the new place of work.

12.2.2 The transfer fees are payable by the state/employer provided that the officer/employee purchases the dwelling/ house at the new workstation within a period of twelve (12) months calculated from the date of his/ her transfer to the new workstation.

13. CONTINUED PAYMENT OF HOME-OWNER ALLOWANCE

13.1. If an employee owns a home for which he/ she receives a home- owner allowance (subsidy) at his/her old workstation, he/she continues to receive the allowance if his/ her dependents occupy his/her home. If he/she sells the house before the twelve months has elapsed/expired, the allowance stops on the date the bond is registered in the name of the new owner/purchaser. If an employee purchases a dwelling before the twelve months has expired, the allowance is stopped when he/she qualifies for a new allowance at the new workstation.

14. INCIDENTAL EXPENSES / SUNDRY COSTS

14.1. These expenses are paid when the employee occupies a permanent accommodation. Confirmation of occupancy and an affidavit by the employee should be submitted to the Human Resource Management Directorate. When an employee occupies permanent accommodation, additional costs are usually incurred e.g., reconnection of telephone, stove coupling, water, and electricity connection, fitting of new drapes, carpets that no longer fit, robes that do not fit painting, etc. An employee may claim compensation of a once off payment which is calculated as follows: -

- 14.1.1. An employee's monthly basic salary as at the date of transfer is used.
- 14.1.2. If he/she holds a rank lower than that of a Senior Provisioning Administration Officer, the monthly basic salary of the minimum notch of the scale attached to this rank is used.
- 14.1.3. If an employee occupies a permanent accommodation that is already furnished, his/her additional expenses will be less, twenty-five (25%) of the applicable basic monthly salary.
- 14.1.4. If he/she occupies permanent accommodation that he/she furnished himself/herself and he/she has no dependents fifty (50%) of the basic monthly salary applicable is paid.

- 14.1.5. If an employee has dependents staying with him/her, hundred (100%) of the basic monthly salary applicable is paid.

15. CHILD SCHOOLING

15.1 School Books/Uniforms

15.1.1 The changing of schools implies additional expenditure on schoolbooks, uniforms, sport outfits and other requirements. A single amount in the form of allowance is payable per child attending school. This amount is reviewed by the Department of Public Service and Administration annually. Proof that the child is a confide dependent of the employee as well as proof of school registration must be attached to the claim. The amount is payable as a once off at the rate applicable when the child transfers to the new school at the new workstation.

15.1.2 The payment of this allowance is applicable within a period of twelve months from the date of the transfer of the employee.

15.2 Travelling expenses of dependent school-going children

15.2.1 If after assumption of duty, employee's children must remain in a school near the employee's former place of work, the department may cover the most economical and reasonable mode of travel of such dependents to the new place of work at the beginning and end of each school term.

15.2.2 The payment of traveling expenses only applies up to the end of the school year in which the officer is transferred.

16. PRIVILEGES TO OFFICERS FROM OUTSIDE THE PUBLIC SERVICES

16.1. The Department shall pay the reasonable actual costs of the relocation of a newly appointed public servant to his/her place of work. The following expenditures must be reasonable actual costs: -

- 16.1.1. Once-off traveling expenses to the new workstation on relocation by employee and his/her immediate family;
- 16.1.2. Interim Accommodation for one (1) month;
- 16.1.3. Transport and storage costs of personal effects; and
- 16.1.4. Storage should not exceed a period of one (1) month.

16.2 The same procedure prescribed in the preceding chapters for the lodging of claims, in respect of the above benefits, applies.

17. PRIVILEGES ON TERMINATION OF SERVICE (DEATH, ILL-HEALTH, RETIREMENT)

- 17.1 Transportation of personal effects to the place of resettlement may be paid on retirement.
- 17.2 Transportation of the personal effects of the deceased employee is paid by the employer on death of the employee whilst in the employ of the Department.

18. TIME FRAME FOR CLAIMING RESETTLEMENT DUES

An official has a period of twelve (12) months to claim his/her resettlement allowances.

19. RESPONSIBILITIES OF KEY ROLE-PLAYERS

The role and responsibilities of employees who are responsible for the implementation of the policy are detailed in the table below:

Role Player	Responsibility
Line manager including an employee with direct managerial responsibility for a particular employee	Complies with the contents of the policy
Head: Corporate Services	Oversees the implementation of the policy
Director: Human Resource Organizational Transformation & Planning	Reviews and updates the policy at the request of the Director: Human Resource Management
Director: Human Resource Management	Initiates the review and updating of the policy

	Implements, interprets, and resolve problems emanating from the policy
Director: Human Resource Utilization & Capacity Building	Facilitates training for the implementation of the policy
Director: Monitoring and Evaluation	Monitor implementation and Compliance
Deputy Director: Corporate Secretariat	Ensures posting of the policy on the Departmental website Monitor the updating of the policy

20. MONITORING AND EVALUATION OF THE IMPLEMENTATION OF THE POLICY

The Human Resource Management will vigorously monitor the implementation of this policy and will submit quarterly reports to the Chief Director: Corporate Services for submission to the Head of Department. The Human Resource Management Directorate will submit monthly Resettlement reports to HR Organizational Transformation and Planning for the statistical analysis report.

21. COMMUNICATION/EDUCATION OF THE POLICY

The Resettlement Policy will be communicated throughout the department to all its employees' using workshops, intranet and workgroups and will form part of the Corporate Services Annual Policy Roadshows in the province.

22. DISPUTE RESOLUTION MECHANISM

In the event of disputes arising out of Resettlement Policy processes, such disputes will be dealt with as per the Public Service Commission Act 46 of 1997 and Public Service Coordinating and Bargaining Council (PSCBC): Rules for dealing with Grievances of Employees in the Public Service.

23. EFFECTIVE DATE OF THE POLICY

The policy will become effective on the date it is signed by the Executing Authority (MEC for Cooperative Governance and Traditional Affairs).

24. REVIEW OF THE POLICY

The policy will be reviewed when there is a need for compliance with new laws and regulations. The development of this Policy is a dynamic process and that it may require revision from time to time.

Executive Authority
Initials AK

Head of Department
Initials AF

VERSION CONTROL AND CHANGE HISTORY

Version Control	Date Effective	Approved By	Amendment
2010	19 March 2010	Hon. Sicelo Gqobana (MEC)	
2012	29 March 2012	Hon. Mlibo Qoboshiyane (MEC)	<p>No extension on interim accommodation</p> <p>One month accommodation for new employees appointed outside the service.</p> <p>Policy review change from one year to every second year or when there are materialistic changes in the legislation.</p>
2015		Hon. Fikile Deviliers Xasa (MEC)	<p>WHO QUALIFIES?</p> <p>Resettlement is paid when an officer is transferred from one Municipality to another, and such transfer is in the interest of State.</p> <p>In the case of Metropolitan and District Municipalities, the different Municipalities will be considered. The distance between your old and new workplace for officers to qualify for Resettlement benefits should be a minimum of 60 km.</p> <p>Subsistence and traveling allowances are payable by the</p>

		<p>new office for a period of visit not exceeding three (3) days</p> <p>TRAVELLING TO NEW WORKSTATION</p> <p>Please note that claims will be limited to the most economical travelling arrangements.</p> <p>PLEASE NOTE: Employees who come with family members will seek rented accommodation and will be allowed to claim expenditure as per applicable subsistence rates. The department will not be responsible for any agreed rental expenses between the landlord and the employee.</p> <p>WHAT IS INTERIM ACCOMMODATION</p> <p>An interim accommodation is defined as temporary abode for the transferee at the new workstation, in a hotel including bed and breakfast, motels, guest houses and other like accommodation (with the exclusion of family members)</p>
--	--	---

		<p>Or private fully furnished rented house/flat / room with inclusion of family members at a Departmental standard rate.</p> <p>TRANSFER FEES ON PURCHASE/ERECTION OF A DWELLING</p> <p>Claims in respect of transfer costs shall be reimbursed to the extent where the property does not exceed R500 000.00 in value. In respect of properties valued above R500 000.00, the difference in transfer costs between R500 000.00 and the actual value will be the responsibility of the employee. <u>This will exclude the pro-rata share of rates.</u></p> <p>TRAVELLING EXPENSES OF DEPENDENT SCHOOL-GOING CHILDREN</p> <p>If after assumption of duty, employee's children must remain in a school near the employee's former place of work, the department may cover the most economical and reasonable mode of travel of such dependents to the new</p>
--	--	--

			<p>place of work at the beginning and end of each school term.</p> <p>The payment of traveling expenses only applies up to the end of the school year in which the officer is transferred.</p>
2021		Honourable X.E Nqatha (MEC for Cooperative Governance & Traditional Affairs)	<p>CLAIMING INTERIM ACCOMMODATION WHEN THE OFFICER OCCUPIES A RENTED FURNISHED DWELLING</p> <p>The above provision falls away as claims for private accommodation is no longer paid as per DPSA Circular no. 3 of 2020 on Local Subsistence and Camping Allowance dated 20 April 2020.</p>
2022	April 2022	Honourable X.E. Nqatha (MEC for Cooperative Governance & Traditional Affairs)	<p>INTERIM ACCOMMODATION</p> <p>An interim accommodation is defined as temporary abode for the transferee at the new workstation, in a hotel (including bed and breakfast) guest houses and other like accommodation (with the exclusion of family members)</p>

			<p>for a period not exceeding one (1) month.</p> <p>STORAGE AND INTERIM ACCOMMODATION</p> <p>No extension of interim accommodation and storage will be accommodated due to budgetary constraints.</p>
--	--	--	--

Executive Authority
Initials AE

Head of Department
Initials AF