

MPUMALANGA PROVINCIAL GOVERNMENT



DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

RESETTLEMENT POLICY

Revision Date:..... None
Issue:1.0
Responsible Section.....Human Resource Planning and Administration
Approval Date.....



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TABLE OF CONTENTS

TITLE	PAGES
ABBREVIATIONS AND DEFINITIONS	2
INTRODUCTIONS	2
OBJECTIVES	2
REGULATORY FRAMEWORK	3
SCOPE OF APPLICATION	3
POLICY STATEMENT	3
ROLES AND RESPONSIBILITIES	6
MONITORING AND EVALUATION	6
POLICY REVIEW	7
APPROVAL	7

1. ABBREVIATIONS AND DEFINITIONS

1.1. ABBREVIATIONS

MEC: Member of the Executive Council
HOD: Head of the Department
SMS: Senior Management Services
MMS: Middle Management Services
PSR: Public Service Regulation
HRP: Human Resource Practices
KPA: Key Performance Areas

1.2. DEFINITIONS

INTERNAL: Within the Mpumalanga Provincial Government
EXTERNAL: Within Mpumalanga Province
NATIONWIDE: All provinces within South Africa

2. INTRODUCTION

The Department aims at creating a conducive environment by ensuring that all officials that are transferred in the interest of this department are compensated in line with this policy

3. OBJECTIVES

The purpose of this policy is to:

- 3.1. Compensate employees who are transferred to (or appointed by) the Department for the expenditure actually and necessarily incurred. The transfers must be in the interest of the department and not initiated by the employees.

4. REGULATORY FRAMEWORK

- 4.1. Public Service Regulations of 2001, as amended.
- 4.2. Public Service Act, no 103 of 1994, as amended
- 4.3. PSCBC Resolution no 3 of 1999

5. SCOPE OF APPLICATION

This policy shall be applicable to:

- 5.1. Officials who are only transferred in the interest of the Department of Public Works, Roads and Transport and not at their own will whereby the transfer area is more than 100 km from the original workplace.

6. POLICY STATEMENT

6.1. Provision for Payment

- 6.1.1. The provisions shall be subjected to the approval of the Head of the Department or a delegated official.
- 6.1.2. The policy shall make provision for the payment of certain expenditure emanating from the resettlement of officials from other provincial departments as well as for the payment of certain expenditure emanating from the appointment of persons from outside the public service.
- 6.1.3. The policy shall not cover officials who are transferred to the Department at own will and interest.
- 6.1.4. In case of married couples who are both public servants and are being transferred to the same department, the policy shall only be applicable if none of them have claimed the resettlement allowance and shall only be paid to one official.
- 6.1.5. An official who make use of the provisions of the resettlement policy shall be bound contractually, in writing for a period of twelve (12) months to remain within the employ of the Department.
- 6.1.6. If an official leaves the department before the 12 month period expires, the official shall be expected to pay back a pro rata portion of the amount paid.

6.2. Subsistence and Travel Allowance With Regard To the Transfer of Officials

- 6.2.1. The Department shall pay for the travel and subsistence expenses of an official and one member of the family who accompanies him/her on a prior visit to the new workstation. The provision shall be made for a maximum of two days.
- 6.2.2. The time taken by a transferred official to travel between the previous workstation and the new workstation shall be regarded as official duty performed.
- 6.2.3. An employee shall be compensated for using a private transport limited to the tariffs in line with the provisions of the transport scheme approved by the Department.

6.3. Provision of Interim Accommodation

- 6.3.1. An official shall be accommodated for two (2) months in a furnished accommodation where permanent accommodation is not readily available except where circumstances otherwise demand.

- 6.3.2. The following expenses shall be paid by the department:

- 6.3.2.1. Accommodation and meal
- 6.3.2.2. Parking
- 6.3.2.3. Laundry services
- 6.3.2.4. Two non-alcoholic beverages consumed during meals

- 6.3.3. The following expenses shall not be paid by the department:

- 6.3.3.1. Private telephone calls
- 6.3.3.2. Alcoholic beverages
- 6.3.3.3. Tips and Room service

- 6.3.4. The department shall pay the official 25% of the monthly pensionable salary for incidental expenses if provided with a furnished accommodation.

6.4. Provision of Own Accommodation

- 6.4.1. In cases where an official is able to secure own unfurnished accommodation immediately, the following shall be paid by the department:
- 6.4.2. The department shall pay expenses to a single official for one month for providing own accommodation at the rate of 50% of the monthly pensionable salary and 100% with children dependants.

6.5. Transporting Household Goods

- 6.5.1. Three quotations shall be submitted to the department and the lowest quotation shall be given an order (as proof of payment) to transfer the goods to the initial place of storage.
- 6.5.2. The cost of transporting household goods from one place of storage to another shall not be covered or paid by the department.
- 6.5.3. The term of storage of household goods shall be linked to the term of interim accommodation provided for by the department.

6.6. Expenditure for School Books, Uniforms and School Fees.

- 6.6.1. If an official is compelled by the transfer to also transfer the school going children to a new school, the official shall be compensated for expenses.
- 6.6.2. The official shall supply proof of the items purchased or quotations and the actual expenditure required shall be paid for each dependant (scholar).
- 6.6.3. No financial assistance shall be given to an official where children are attending school for the first time and / or have completed their primary education and will be attending secondary school.

7. ROLES AND RESPONSIBILITIES

7.1. Human Resource Practices and Administration

The Human Resource Practices and Administration unit shall be responsible for the following:

- 7.1.1. Ensuring that employees, who are transferring in the interest of the Department, have accommodation.
- 7.1.2. Managing the process of compensation of transfer of staff.

7.2. Line Managers

- 7.2.1. Line managers shall submit the needs of employees.
- 7.2.2. Line managers to take cognizance of the policy provisions and implement it accordingly.

7.3. Head of Department (HOD)

The HOD shall:

- 7.3.1. Approve all requests for resettlement.
- 7.3.2. Ensure proper implementation of the contents of this policy

8. MONITORING AND EVALUATION

The HRP&A section shall monitor the implementation of the policy and shall report any deviations to the Head of the Department in writing.

9. POLICY REVIEW

The policy shall be reviewed to factor in changes in legal frameworks, organisational development, political and economic trends, and envisaged outputs by the Medium Term Expenditure Framework as well as outcomes of monitoring and evaluation.

10. APPROVAL

APPROVED



KM MOHASEDI
HEAD OF DEPARTMENT

DATE : 2010/11/12