



**RHODES UNIVERSITY**

Grabamstown • 6140 • South Africa

# Payment of Relocation Expenses for Staff Appointed to Council Controlled Posts

## Protocol

<b>Responsible Committee/Unit/Division/Faculty</b>	HR division
<b>Responsible Chairperson/Director/Manager</b>	Director of HR
<b>Date</b>	January 2012
<b>Review Cycle (e.g. every 2/5/7 years etc)</b>	n/a
<b>Last Reviewed</b>	n/a





## **PROTOCOL for PAYMENT OF RELOCATION EXPENSES FOR STAFF APPOINTED TO COUNCIL CONTROLLED POSTS**

### **1. Background**

As part of its attraction strategy, the University recognises that given its geographic location, it is important to contribute to the relocation expenses of new staff.

### **2. Eligibility**

2.1 *In the case of staff appointed to Council controlled posts*<sup>1</sup>: Relocation expenses are paid for prospective permanent staff or staff on fixed term contracts of at least three years. The basis for this is that there is a three year service contract linked to the payment of these expenses. Only under rare circumstances, and only at the discretion of the Director: Human Resources or designate, will expenses be paid for staff on less than three years; and

2.2 *In the case of externally funded posts*: The funding of relocation expenses for these posts shall be determined by the funding available for the particular project or post. This shall be specified in the employment offer made to the individual.

This protocol only deals with those staff appointed in terms of 2.1 above. It shall apply to those individuals who have been made offers of employment from 9 January 2012.

### **3. Conditions associated with payment of relocation expenses**

3.1 The payment of relocation expenses is linked to a three year service contract from the commencement of the employment relationship between the individual and Rhodes University. Should the employee leave within this three year period, s/he shall be liable to re-pay these relocation expenses on a pro-rata basis, based on length of service at the University. For example, if the employee has worked for only one year before resigning, s/he shall be liable for repaying two thirds of the relocation expenses. In the event of death of the staff member, there shall be no liability;

3.2 Acceptance of the letter of offer and taking up of the financial assistance provided, implies acceptance of these conditions of employment.

### **4. Costs covered**

The University will pay the reasonable costs associated with relocating to Grahamstown in order to take up employment at the institution subject to the following conditions:

#### *4.1 Moving within RSA:*

4.1.1 The following reasonable costs will be covered: relocating of the individual, his/her immediate family (i.e. current partner/spouse and children only) who are still dependent of the staff member and who live at home, family pets (dogs & cats only) to Grahamstown within the first year of employment i.e. should the staff member relocate to Grahamstown before his/her family or partner, the expenses of relocation related to other members of the family will also be covered provided that this is within the first year of employment;

4.1.2 As regards the movement of household possessions, Rhodes University will pay for the reasonable costs of removing of goods from one household only. The institution will not pay for the removal of a

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<sup>1</sup> A Council controlled post is a post paid for by the University. This is in contrast to those posts which are externally funded.

motor vehicle, motorbike, boat or caravan, livestock, plants & trees, wendy houses, statues, and any other large items at the discretion of the Director: Human Resources;

- 4.1.3 Home refurbishment is not included in your relocation allowance;
- 4.1.4 Expenses related to keeping possessions in storage, re-delivery from storage and relocation of a second household are not included as relocation expenses;
- 4.1.5 Costs of transit accommodation in Grahamstown are not included in relocation expenses;
- 4.1.6 As regards the travel of family to Grahamstown, Rhodes University will also cover the relocation costs of a one-way economy class air ticket for the employee and his/her immediate family OR if travelling via a motor vehicle/s, the cost of petrol (one-way) at the University published rate per kilometre for up to two vehicles OR travel by bus and train, the cost of one-way ticket at economy class costs;
- 4.1.7 The University will also cover the reasonable cost (usually Bed and Breakfast) of en-route accommodation (1 night) if travelling more than 1000kms outside of Grahamstown for immediate family members. This excludes the cost of any meals/drinks etc. Please note that this cost will need to be incurred by the individual and then claimed back from the Human Resource Division;
- 4.1.8 All reasonable costs associated with the relocation (inclusive of transit insurance) must be included in the relocation claim form and once a final budget for relocation is agreed upon, the final budget will be adhered to;
- 4.1.9 The Director: Human Resources or designate reserves the right to impose a financial cap on the final relocation budget.

#### *4.2 Moving from outside RSA:*

- 4.2.1 Points 4.1.1 to 4.1.9 apply with the exception that the relocation of pets is not covered;
- 4.2.2. Rhodes will also assist in payment for work permits (please see separate protocol related to this).

#### *4.3 Moving within Grahamstown:*

- 4.3.1 This only applies to staff who are taking up a Wardening post in the institution or those moving from one residence to another within the residence system as a result of a new employment offer;
- 4.3.2 Points 4.1.1 to 4.1.4 and 4.1.9 apply.

## **5. Process**

- 5.1 In the letter of offer to the individual, the person will be advised of relocation assistance provided. Specifically, this person will be guided to this protocol on the HR website. The relevant HR Generalist will also be able to provide any information if the individual addresses questions to him/her directly;
- 5.2 Following the individual's acceptance of Rhodes University's offer of employment and where the individual will be relocating, the individual is requested to submit the relocation claim form (see Appendix 1) to the relevant referring to the various relocation expenses and where feasible, include three quotes from reputable companies;
- 5.3 The University will usually accept the lowest quote but the staff member can indicate a preference for a service provider and motivate for this e.g. if one service provider provides a service that another does not;
- 5.4 Once approved by the Deputy Director: Human Resources, the necessary arrangements can be made; and
- 5.5 A copy of the relocation claim form will be kept on the staff member's personnel file as a record of expenditure, in the event that the person leaves within the three year service contract period.

Written by: Director, Human Resources  
Last updated: 6 January 2012



Rhodes University is delighted that you have decided to accept our offer of employment. If working at Rhodes University, will also involve moving to Grahamstown, the institution will assist you with relocation costs, subject to various conditions. Please ensure that you are familiar with the protocol for payment of relocation expenses.

Staff member's Details:				
Title		Surname		First names
Staff number		Identity or passport no		
Department/division		Job Title		
Date of commencement of employment at Rhodes University in new post				
Details of immediate family of those moving to Grahamstown with staff member in next year:				
Name	Relationship to staff member	Date of birth and age	Still living at home (yes or no)?	
			(add more lines if needed)	
Travel details and costs:				
Type of travel planned	Costs of travel			
Car	(a) No of kms	(b) No of cars:	(c) Official Rate per km	Total (a x b x c)
Travelling from:				
Air (economy class tickets only)	Person travelling	Travelling from	Cost of ticket	
		Total cost		
Car hire if travelling by air	Indicate choice of car		Cost per day	Total cost for car hire
	Car Group: T – Small with aircon.	Car Group: B – Power steering plus aircon, e.g. Polo		

Bus/train/other	Person travelling	Travelling from		Cost of ticket		
	Total cost					
Accommodation	No of people	Cost per night per person/unit	Type of accommodation	Town/city		
	Total cost					
<b>TOTAL COST FOR TRAVEL</b>						
<b>Removal transport costs for household goods:</b>						
Quote no	Company	Total cost		Order of preference (list as 1, 2, 3 - 1 being your preferred provider)		
1						
2						
3						
Motivation if your first choice is not the cheapest quote						
I hereby confirm that the above details are correct. I understand that by signing and submitting this claim form that Rhodes University will pay for the approved costs of my relocation to Grahamstown (or in the case of Wardens, in Grahamstown). I also understand that there is a three year service contract linked to this, from the date of commence of my employment in the relevant post and that should I leave the institution (and in the case of Wardens, this post), in the next three years, I will be responsible for this relocation expense on a pro-rata basis.						
Signature				Date		
<b>Please submit to your HR Generalist for Human Resources Division Authorisation</b>						
Nature of costs	Approved		Amended cost	Reason/s		
Travel	YES	NO				
Accommodation	YES	NO				
Household removal costs	YES	NO				
TOTAL COST	R	APPROVAL: Deputy Director, HR			Date	/ /201_