



CONDITIONS OF SERVICE FOR EMPLOYEES OF THE UNIVERSITY OF JOHANNESBURG

EFFECTIVE DATE: 1 January 2006

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| Custodian | Executive Director: Human Resources |
| Responsible Division | Human Resources |
| Status | Approved |
| Approved by | Council (Employment Conditions Committee of Council) |
| Date of approval | 11 November 2005 |
| Amendments | C1 (1) Accumulated Leave B7 Tuition Fees D41 Relocation Expenses Policy C8 Compassionate leave (family responsibility leave) - Paternity Leave C6 Maternity Leave and C9 Paternal Leave C1 Vacation Leave – Statutory Leave |
| Dates of amendments | 23 November 2012 17 March 2016 19 April 2016 14 June 2018 21 March 2021 |
| Review date | 2023 |

Related documents

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| UJ documents (e.g. Policies, Regulations, Guidelines, Contracts) | Other <ul style="list-style-type: none"> • Constitution of South Africa Act 108 of 1996 • Basic Conditions of Employment Act (BCEA), Act 75 of 1997. • Labour Relations Act (LRA); Act 66 of 1997 as amended • Employment Equity Act (EEA), Act 55 of 1998. |
| Stakeholders affected by this document (units and divisions who should be familiar with it): | <ul style="list-style-type: none"> • All staff • Unions |
| Website address of this document: | Intranet |

B3 Housing assistance

Refer to Reward and Benefits Policy

1. The cash value of all existing forms of housing assistance, subsidies or allowances will in due course be integrated into the total-cost-to-institution (TCTI) remuneration base. Implementation of this shall take place in accordance with the Reward and Benefits Policy once it is finalised. (Also see "Housing Allowance" under "Allowances" in B10.)

D41 Relocation Expenses Policy

Updated as per consultation at the CPSF on 4 May 2006

Updated and approved by the MEC on 19 April 2016

1. Introduction

- 1.1 From time to time, the University finds it necessary to recruit individuals who reside outside the greater Johannesburg area (see definition below) in order to meet the strategic human capital needs of the institution.
- 1.2 In such cases, potential employees will incur relocation costs and in order to secure their services these costs should be borne by the University.
- 1.3 In addition to the above, the South African Revenue Service (SARS) allows certain tax-free incentives to individuals who relocate from one geographical area to another; with a mandatory requirement for the submission of receipts for all expenses incurred.
- 1.4 The University will provide for the reimbursement for settling expenses, but it remains the responsibility of the employee to provide the required documentation to the Institution
- 1.5 This policy sets out the use of these tax incentives to allow a tax-effective benefit being made available to such individuals.

2. Definitions and interpretation

- 2.1 In this Policy, unless the context indicates otherwise –
 - 2.1.1 **“effective date”** means the date of coming into operation of this amendment to the conditions of service of the University of Johannesburg;
 - 2.1.2 **“Policy” means** this Relocation Expenses Policy.
- 2.2 Paragraph headings are inserted for convenience only and may not be used in the interpretation of this Agreement.
- 2.3 If any provision confers any right or imposes any obligation on any party, then notwithstanding that it is only in the interpretation paragraph, effect must be given to it as if it were a substantive provision.
- 2.4 The **“greater Johannesburg area”** is defined as outside a 100km radius from the Campus where a newly appointed member of staff will commence duties.
- 2.5 **“Additional one month’s salary”** means an amount equal to one month’s basic remuneration, all allowances or Employer contributions excluded.

3. Application

- 3.1 This Policy applies to all newly appointed members of staff who qualify for the payment of relocation costs by the University in terms of the South African Revenue Services (SARS) regulations and this policy.

4. Policy

- 4.1 Individuals who are recruited from outside the University and who reside outside the greater Johannesburg region will be entitled to a one-off option to choose to relocate to a residential area nearer to the campus they will commence duties on.
- 4.2 This is subject to the option being exercised prior to commencement of duties.
- 4.3 Prospective members of staff who wish to exercise this option are entitled to the full cost of relocating the member of staff, member(s) of his/her household and personal goods subject to three written quotations being submitted for the cost of removal (including insurance) to the Human Resources Division for their approval.
- 4.4 Should a person have a preference for a specific service provider that is not the most cost effective, the Human Resources Division may enter into negotiations with that service provider in an attempt to reduce the cost.
- 4.5 Should this not be possible; a person may choose to use that service provider but will then be liable for the difference in cost.