



**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

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

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.

- 4.6 The University will liaise directly with the approved service provider and pay the maximum of the lowest quotation directly to that service provider.
- 4.7 The University will pay no other costs with respect to the relocation of an individual and members of his/her household and personal goods without prior approval in writing.
- 4.7 In addition to the above, the University may allow tax relief in line with the SARS regulations pertaining to the relocation of prospective members of staff.
- 4.9 Employees may obtain the tax benefit on the following:
- 4.9.1 The following costs that may be incurred by the Employee and must be submitted to SARS for possible tax relief in his/her private capacity:
- a) Any costs that SARS may allow which have been incurred by the employee in respect of the sale of his/her previous residence and in settling in permanent residential accommodation at his/her new place of residence.
 - b) Cost of renting temporary residential accommodation for the employee and members of his/her household during the period which ends 183 days after his/her transfer took place or after his/her date of appointment.
 - c) Bond registration and legal fees paid in respect of a new residence that has been purchased.
 - d) Transfer duty paid in respect of the new residence.
 - e) Cancellation fess of bond on previous residence.
 - f) Agent's commission on sale of previous residence.
 - g) Payment to reimburse the employee for loss on the scale of a previous residence during transfer.
 - h) Architect's fees for the design or alteration of a new or existing residence.
- 4.9.2 In addition to normal remuneration, a non-taxable amount not exceeding the value of an additional one month's salary (see definition), supported by appropriate documentation, may be allowed in the first year of employment to assist with the following costs if a person qualifies in terms of the "Greater Johannesburg area" definition:
- a) New school uniforms
 - b) Replacement of curtains
 - c) Motor vehicle registration fees
 - d) Telephone, water and electricity connection fees.
- 4.10 Employees are contracted to work for a period of one year as a payback for the expenses incurred for their relocation, and should they not complete one year's service, the pro-rated outstanding amount will be deducted from their final remuneration.
- 4.11 Prospective employees shall enter into a written agreement to give effect to the provisions of this policy before any expenses are incurred.
- 4.12 It remains the responsibility of employees to submit the required receipts on submission of tax to SARS.
5. **Effect of non-compliance**
- 5.1 Any non-compliance with this policy will be dealt with in terms of the normal institutional governance and management processes.