

PERSONNEL ADVISORY BULLETIN NO 4

ASSISTED REMOVAL/RELOCATION SCHEME

The Assisted Removal/Relocation Scheme applies to all employees who are employed under the JNC Scheme for Chief Officials and Deputes, the SJC Scheme for Local Government Employees and the SNCT Scheme for teachers and associated professionals.

Removal Expenses

Assistance with removal expenses is to cover the cost of removal of furniture and effects from old home to new including insurance of goods in transit.

Who is eligible?

New entrants to the council and existing employees who are promoted, *and* who live outwith a 30 mile radius of their new work location *and* who in the interests of the council are required to move home.

What is an eligible employee entitled to?

The amount of assistance can only be equal to the lowest of two competitive tenders (although the employee can engage the contractor of his/her choice if he/she pays the difference in cost between this and the lowest tender) subject to a maximum reimbursement of £750.

Relocation Expenses

Who is eligible?

New entrants to the council appointed to, and serving employees promoted to, a job graded above the maximum of LG7 or, for those employed under the SNCT Scheme, on or above Point 1 of the main grade scale for teachers **and** who live outwith a 30 mile radius of their new work location **and** who in the interests of the council are required to move home.

What is an eligible employee entitled to?

a **Legal Fees**

Expense incurred in:

- legal and house agents and mortgage redemption fees and expense incurred in the sale or lease of the old home
- legal, mortgage and survey fees and expense involved in the purchase of a new home including any unsuccessful bona fide attempt to purchase.

b **Lodging Allowance**

Reimbursement of up to £100 per week subject to a maximum of 13 weeks if unable to immediately move within reasonable distance of the new place of employment and where the employee has therefore had to pay for temporary accommodation.

In addition reimbursement of second class rail travel or equivalent between temporary accommodation and old home, once per fortnight, subject to a maximum of four return journeys is available.

c **Travelling Allowance**

Reasonable expense incurred by an employee (and where appropriate, dependants) when travelling on the day of removal from old home to new.

d **Furnishing**

Reimbursement of up to £500 to cover soft furnishings etc subject to receipts.

What limitations apply to the scheme?

- Assistance is restricted to removal/relocation expenditure incurred within Great Britain.
- Assistance cannot exceed expense incurred and no combination of the above allowances can exceed a maximum sum of £4500.
- An employee who obtains a payment under the terms of this scheme will not qualify for a further payment under the scheme for a period of three years from the date of the appointment which qualified him/her for the last payment.
- No claim for assistance can be entertained by the council where a period of more than 12 months has elapsed from the date of start of employment with the council/in the promoted job.

When is reimbursement made?

Reimbursement of expenses is made, whenever possible, within four weeks of receipt of the claim.

What conditions apply if an employee leaves the council?

If an employee who received expenses in accordance with this scheme leaves the council within a period of one year from the date of start of employment with the council/in the promoted job they will be required to repay to the council the full sum involved. The repayment due will thereafter decrease by 1/12th for each month of subsequent service.

Who administers the scheme?

The processing of applications from employees should be dealt with directly between the employing directorate and the Finance Division.

The Human Resources team can provide advice and interpretation on eligibility and the terms of the scheme and will monitor, evaluate and where appropriate recommend changes to the terms and conditions of the scheme.

Should you have any questions or wish clarification on the content of this Personnel Advisory Bulletin please contact Human Resources.