

Relocation Expenses

Policy

**INDEX**

**Page No.**

1. Purpose of the Policy 3

2. Eligibility 3

3. General Principles 3

4. Conditions and Financial Ceilings 3

5. Categories of Expenses 4

5.1. Pre-Employment Visits to View Property 4

5.2. Removal Expenses 4

5.3. Travel on Day of Removal 4

5.4. Legal Fees 4

5.5. Rental Expenses 5

5.6. Commuting Allowance 5

5.7. Disturbance Allowance 5

6. Documentation 5

7. Exceptional Hardship 5

8. Complaints 6

9. Record Keeping 6

10. FACE 6

11. Review 6

**Appendices Page No.**

Appendix 1 - Summary of Categories of Relocation Expenses 7

Appendix 2 - Relocation Expenses Claim Form 8

Appendix 3 - Relocation Expenses Undertaking 9

**EAST AYRSHIRE LEISURE**

**RELOCATION EXPENSES POLICY**

**1. PURPOSE OF THE POLICY**

1.1 The Relocation Expenses Policy is designed to provide financial assistance to new employees who have to relocate their main place of residence in order to take up employment with East Ayrshire Leisure.

**2. ELIGIBILITY**

2.1 The Relocation Expenses Policy is applicable to all East Ayrshire Leisure Employees who intend to remain with East Ayrshire Leisure for more than 2 years from the date of payment of their last expenses claim, or who have a temporary contract which is expected to last two or more years.

2.2 The right to relocation expenses is not automatic and is subject to individual service approval, for example, where East Ayrshire Leisure is experiencing difficulty attracting specialist skills due to shortages locally or for hard to fill posts.

**3. GENERAL PRINCIPLES**

3.1 The intention of this Policy is to assist in the recruitment of skilled and qualified staff.

3.2 The employee’s proposed new address must be within reasonable travelling distance of their work location and agreed with the Head of Corporate Services before the employee incurs any expenses.

3.3 Payment of expenses will not be made until employment has commenced (unless in exceptional circumstances as agreed by the Head of Corporate Services). Payment will be made in the next available pay.

3.4 If an employee who has received payment of their expenses leaves the service of East Ayrshire Leisure within one year of the payment date of their claim, the employee must repay East Ayrshire Leisure the full sum received. If an employee leaves the service within the second year, the repayment due will decrease by one twenty-fourth for each completed calendar month of service from the date the expense claim was paid. For example, where an employee received £5,500 and left after 14 months from the date of their last claim they would need to repay £2,292 (10/24 x £5,500).

3.5 Employees who receive financial assistance and subsequently fail to relocate will be required to repay all monies received immediately.

3.6 Where there is an outstanding balance when the employee leaves the service of East Ayrshire Leisure, this will be offset against the final salary payment.

3.7 Claims made under this Policy must relate to legitimate expenditure incurred (as defined in Appendix 1). Any claim must be supported by receipts and invoices and should be made within 12 months of commencement of employment.

3.8 Only one application under the Policy will be granted. However up to three individual claims may be submitted in relation to the one application, as long as the total of all claims does not exceed the maximum limit of £5,500 and this is agreed with the Head of Corporate Services upon submission of the first claim.

**4. CONDITIONS AND FINANCIAL CEILINGS**

4.1 East Ayrshire Leisure will consider reimbursing relocation expenses up to but not exceeding **£5,500, inclusive of VAT**. However certain limits apply in *maxima* claimable under the various headings, for example, disturbance allowance which is subject to a £1000 maximum.

4.2 Relocation expenses may be claimed solely in respect of the costs of buying, selling or renting a home and removal expenses.

4.3 Employees should note that the categories of expenses outlined in paragraph 5 below are options which can be claimed under the Relocation Expenses Policy. Quotations are required in some instances and receipts in all cases.

**Note:** East Ayrshire Leisure will only consider **reasonable** requests, as determined by the Head of Corporate Services for reimbursement.

**5. CATEGORIES OF EXPENSES**

A summary of expenses is shown at Appendix 1.

**5.1 Pre-Employment Visits to View Property**

5.1.1 East Ayrshire Leisure will reimburse all reasonable costs incurred by any new employee who has been approved for payment of relocation expenses, when visiting the area prior to commencing employment for the purpose of seeking and viewing prospective accommodation.

**5.2 Removal Expenses**

5.2.1 Reimbursement will be based on reasonable costs incurred by the employee in the removal of furniture and household effects from old home to new, including VAT, insurance of goods in transit and storage, subject to the limits detailed below.

5.2.2 An employee can engage the contractor of their choice to carry out the removal.

5.2.3 The cost of self-drive may be authorised on the basis of invoices covering the hire charge, insurance and fuel.

5.2.4 Only one removal is permitted under the Relocation Expenses Policy.

**5.3 Travel on Day of Removal**

5.3.1 The employee will be reimbursed the cost of their own travel (and, where appropriate, dependants) from old home to new on the day of removal. Travel costs are restricted to public transport fares (published standard class if rail travel), whichever cost is actually incurred or mileage at the local public transport rate when travelling by car.

**5.4 Legal Fees**

5.4.1 Expenses incurred for the sale, purchase and leasing of homes will be reimbursed as follows:

* Legal, House Agent and Mortgage Redemption fees and expenses necessarily incurred in the sale of the employee’s old home.
* Legal, Mortgage and Survey fees and expenses necessarily incurred in the purchase of the employee’s new home, including any unsuccessful bona fide attempts to purchase.
* Legal expenses necessarily incurred in the lease of the employee’s home.

5.4.2 The cost of temporary insurance premiums or bridging loan interest payments will not be reimbursed.

**5.5 Rental Expenses**

5.5.1 When an employee moves into temporary accommodation to take up the appointment, East Ayrshire Leisure will reimburse the employee up to a maximum of 26 weeks, or until the employee moves into permanent accommodation, whichever is the earlier.

5.5.2 Where the employee is in receipt of rental expenses and is temporarily separated from their dependants, they will be reimbursed the public transport fare (published standard class if rail travel) or mileage at the local public transport rate when travelling by car, between temporary accommodation and old home, for a maximum of 4 return journeys.

**5.6 Commuting Allowance**

5.6.1 As an alternative to rental expenses, East Ayrshire Leisure will reimburse the employee the cost of commuting from old home to workplace. This will be based on the public transport fare (published standard class if rail travel) or mileage at the local public transport rate when travelling by car for up to 26 weeks.

**5.7 Disturbance Allowance**

5.7.1 East Ayrshire Leisure will consider claims for reimbursement of expenditure necessarily incurred on certain expenses connected with moving house.

5.7.2 Reimbursement will be limited to £1000 and examples of possible claims under this heading include:

Curtains or blinds, carpets or floor coverings (excluding rugs), fixtures and fittings, and the costs associated with telephone installation or reconnection, electrical appliances installation, postal redirection. Disturbance allowance does not cover bedding, soft furnishings, lighting or cost of decoration.

5.7.3 Such expenditure must be authorised by the Head of Corporate Services as being a reasonable and necessary cost in establishing a home.

**6 DOCUMENTATION**

6.1 A Claim Form is included as Appendix 2 of the Relocation Expenses Policy. The Policy is available on the East Ayrshire Leisure intranet. Employees should complete the form in accordance with the rules of the Policy and submit the claim to Human Resources along with appropriate invoices/receipts.

6.2 Employees approved for the payment of relocation expenses will be required to sign an undertaking (Appendix 3) to repay monies due in accordance with paragraph 3.3 should they leave the service of East Ayrshire Leisure within 2 years of the date of payment of their last expenses claim. This undertaking should be witnessed by an employee of East Ayrshire Leisure, ideally the new employee’s line manager.

**7. EXCEPTIONAL HARDSHIP**

7.1.1 In certain cases, a change of place of employment may give rise to special hardship as a result of factors which may not be expressly covered within this Policy. Such cases will be examined and dealt with on their own merits. The type of factors which will be taken into account are:

* Exceptional circumstances might arise which warrant the period in which rental or commuting expenses are paid being extended;
* Exceptional cases might also arise where employees move home from an area where house prices or rents are comparatively low to an area where these are much higher.

7.2 The Head of Corporate Services should consult with the Head of Human Resources to establish whether or not a case of exceptional hardship applies.

**8. COMPLAINTS**

8.1 Employees who are dissatisfied with any decision made in relation to the Relocation Expenses Policy can raise a grievance under East Ayrshire Leisure’s Grievance Procedure.

**9. RECORD KEEPING**

9.1 It is important that accurate record keeping is maintained throughout the process. All correspondence and documentation must be kept confidential in accordance with the Data Protection Act 2018.

9.2 Any associated documentation will, therefore, be retained confidentially within Human Resources in accordance with the terms of East Ayrshire Leisure’s Retention Policy.

**10. BEST**

This Policy reflects East Ayrshire Leisure’s agreed BEST qualities and behaviours as it offers greater flexibility of location for those seeking employment, with a financial assistance package designed to supplement additional costs incurred by the employee to take up a position within East Ayrshire Leisure.

**11. REVIEW**

11.1 The Policy will be subject to an annual desktop review to assess whether a more detailed review is required. The desktop review will take account of operational experience or impending legislative changes. Otherwise, the Policy and Procedures will have a full scheduled review every three years.

**Record of Change**

|  |  |
| --- | --- |
| **Date Reviewed** | **Date of next review** |
| May 2020 | May 2021 |

**Appendix 1**

**EAST AYRSHIRE LEISURE**

**SUMMARY OF CATEGORIES OF RELOCATION EXPENSES**

|  |  |  |
| --- | --- | --- |
| **Type of Expense** | **What Can Be Claimed** | **Limit to Claim** |
| Pre-Employment Visits to View Property | Employee’s and dependants’ travel expenses incurred in return journeys to the area. | Reimbursement of all reasonable claims will be made within the maximum limit of £5,500. |
| Removal | Removal of furniture by contractor *or* removal of furniture by employee (self-drive and fuel).  Removal into and out of storage (when employee is in temporary accommodation) | Reimbursement of all reasonable claims will be made within the maximum limit of £5,500. |
| Travel on Day of Removal | Employee’s (and dependants’) travel on day of removal. | Public transport rate (published standard class if rail travel) or mileage at the local public transport rate when travelling by car within the maximum limit of £5,500. |
| Legal Fees | Legal, house agent and mortgage redemption, survey fees and expenses for the sale and purchase of employee’s homes. | Reasonable claims within the maximum £5,500 limit. |
| Rental Accommodation | Temporary lodgings in guest house or equivalent  *or let of Council house or approved rented property.*  Travel from temporary accommodation to old home when employee is separated from dependents. | Reasonable claims for a period of up to 26 weeks within the maximum limit of £5,500.  Public transport rate (published standard class if rail travel) or mileage at the local public transport rate when travelling by car (maximum of 4 return journeys). Within the maximum limit of £5,500. |
| Commuting Allowance (Alternative to Rental expenses) | Commuting expenses from old home to workplace. | Public transport fare (published standard class if rail travel) or mileage at the local public transport rate when travelling by car within the maximum limit of £5,500.  Maximum period of 26 weeks. |
| Storage Charges | Storage and insurance costs | Maximum period of 26 weeks within the maximum limit of £5,500. |
| Disturbance Allowance | Expenditure necessarily incurred on certain expenses connected with moving house, i.e. curtains or blinds, carpets or floor coverings (not rugs), relaying carpets, fixtures and fittings, telephone installation or reconnection, installation of electrical appliances, postal redirection. | Maximum claim for this allowance is £1000 within the maximum limit of £5,500. |

**THE TOTAL CLAIM UNDER THE RELOCATION EXPENSES POLICY IS UP TO BUT NOT EXCEEDING £5,500 (INCLUSIVE OF VAT)**

**Appendix 2**

**EAST AYRSHIRE LEISURE**

**RELOCATION EXPENSES CLAIM FORM**

|  |
| --- |
| Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Service:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel No (Ext):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Employment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Submission of Form:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Amount of Claim:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  1st Claim [ ] Subsequent Claim [ ] Final Claim [ ]  **Please tick appropriate box**  (Up to a maximum of 3 individual claims can be submitted in relation to one relocation. See 3.7) |
| **Details of Expenditure** (NB – Maximum Total Claim - £5,500 – including VAT)  Removal Expenses £………. Travel on Day of Removal £……….  Legal Fees £………. Rental Expenses £……….  Travel During Rental Period £………. Commuting Allowance £……….  Storage Charges £………. Disturbance Allowance £……….  (Maximum Claim £1000)  Travel to View Property £……….  Please enter amounts for those items being claimed and provide details of your claim below:  Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Authorisation**  The amount of £………. has been approved.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Head of Corporate Services) |

**Completed forms should be sent to Human Resources accompanied by all appropriate receipts and documentation.**

**Appendix 3**

**EAST AYRSHIRE LEISURE**

**RELOCATION EXPENSES UNDERTAKING**

Employee Name: ………………………………………………………. (PRINT FULL NAME)

Address: ………………………………………………………………………………………

Designation: …….…………..………………. Service: …………………….…………….

I accept that, in the event of my leaving East Ayrshire Leisure’s employment within one year of the date of my last claim paid under the Relocation Expenses Policy, I will repay to East Ayrshire Leisure the full sum of the Relocation expenses received. I further accept that in the event of my leaving the service of East Ayrshire Leisure within the second year i.e. within 2 years from the date of the last claim I will repay East Ayrshire Leisure the Relocation expenses paid subject to a reduction of 1/24th for each completed calendar month of service.

Without prejudice to the right of East Ayrshire Leisure to recover the relevant amount due in any other manner, East Ayrshire Leisure shall be entitled to deduct this amount from the travelling allowance, salary or any other sum due, or to become due from East Ayrshire Leisure to me, and I hereby authorise any such deduction. I understand that any outstanding amounts not able to be recovered on termination of my employment will be considered to be a debt owed to East Ayrshire Leisure and that East Ayrshire Leisure will seek to recover the sum due through a debtors account.

**Employee Signature: …………………………..….…… Date: …………………..**

On behalf of East Ayrshire Leisure I acknowledge that the above named employee has read and signed acceptance of the terms and conditions as detailed above.

*Witness Name:* ………………………………………………………………………………

(PRINT NAME)

*Designation:* ………………………………………………………………………………….

*Address:* …………………………………………………………………………...…………

…………………………………………………………………………………..……………..

**Witness Signature: ………………………………..…. Date: ………………..…**