

ASSISTED REMOVAL/RELOCATION POLICY

INTRODUCTION

Tayside Contracts recognises that there are circumstances where existing employees are required to move home in the interests of the organisation and that new entrants to the organisation may also be required to relocate. This policy is in place to assist with the expenses associated with such a move.

SCOPE OF POLICY

This policy applies to all employees working at all levels and grades within Tayside Contracts and to all new entrants to Tayside Contracts

REMOVAL EXPENSES

Assistance with removal expenses is available to new entrants to Tayside Contracts and to existing employees who are promoted, provided they meet both of the following qualifying criteria:

- They live outwith a 25 mile radius of their new work location
- They are required, in the interests of Tayside Contracts, to move home.

The assistance is to cover the cost of removal of furniture and effects from old home to new, including insurance of goods in transit. The amount of assistance paid will be equal to the lowest of three competitive tenders (although the employee can engage the contractor of their choice if the employee pays the difference in cost between this and the lowest tender) up to the following limits:

- Up to £500 = full reimbursement
- More than £500 = 75% of actual expense incurred or £500, whichever is the greater, to be paid

RELOCATION EXPENSES

Relocation assistance is available to new entrants to Tayside Contracts who live outwith a 25 mile radius of their new work location and who, in the interests of Tayside Contracts, are required to move home. Relocation assistance is payable towards expenses incurred in the following circumstances:

Legal Fees

75% of actual expense, subject to a maximum of £1800, for either/both of the following.

- Legal and House Agents and mortgage redemption fees and expense incurred in the sale of the old home.
- Legal, mortgage and survey fees and expense involved in the purchase of a new home, including any unsuccessful bona fide to purchase.

Lodging Allowance

Reimbursement of up to £70 per week subject to a maximum of 10 weeks to an employee with dependants who is unable to immediately accommodate their dependants within reasonable distance of their new place of employment and where the employee has therefore had to pay for their own temporary accommodation.

In addition reimbursement of second class rail travel, or equivalent, between the temporary accommodation and the old home, once per fortnight, subject to a maximum of 4 return journeys, is available.

Travelling Allowance

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

Furnishing

Reimbursement of up to £500 to cover soft furnishings etc. is available, subject to the provision of appropriate receipts.

LIMITATIONS

Assistance will be restricted to removal/relocation expenditure incurred within Great Britain.

Assistance will not exceed expense incurred and no combination of the above allowances will exceed a maximum sum of £3500.

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 3 years from the date of the appointment which qualified their last payment.

No claims for assistance will be considered by Tayside Contracts where a period of more than 12 months has elapsed from the date of start of employment with Tayside Contracts and the claim being submitted.

CONDITIONS OF AGREEMENT

If an employee who received expenses in accordance with this Scheme leaves Tayside Contracts within a period of 3 years they will be required to repay Tayside Contracts a proportion of the sum involved in accordance with the following scale:

- Within 1 year - Full refund
- Within 2 years - 50% refund
- Within 3 years - 25% refund

POLICY VIOLATIONS

Any failures to adhere to the above policy will be investigated in accordance with Tayside Contracts Disciplinary Policy and may result in disciplinary action, which may include dismissal, being taken against an individual/s.

GENERAL DATA PROTECTION REGULATION

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

POLICY REVIEW

The Removal and Relocation Policy will be reviewed at three yearly intervals, or as required by legislative changes.

Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or employment.policies@tayside-contracts.co.uk

If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or angie.thompson@tayside-contracts.co.uk