



|                |   |                                                       |
|----------------|---|-------------------------------------------------------|
| <b>Policy</b>  | : | <b>Transfers and Relocations Policy</b>               |
| <b>Section</b> | : | <b>Section 3.15</b>                                   |
| <b>Manual</b>  | : | <b>Human Resources Policies and Procedures Manual</b> |

### Applicability

This policy applies to all permanent full-time employees of MIBCO.

### Associated forms and documents

|                                                 |       |             |
|-------------------------------------------------|-------|-------------|
| Pre-Move Employee Transfer Negotiation Document | ..... | Form 3.15.1 |
| Employee Relocation Letter                      | ..... | Form 3.15.2 |

### 1. Purpose

In an effort to aid succession planning as well as retaining valuable skills within the organization, the Council will, when required transfer employee from one region to the other. In such circumstances the Council will pay the transfer and relocation expenses of new and existing employees when their services are required by the Council at a Region other than the one in which they are living.

This policy does **not** apply to employees who are transferred at their own request.

### 2. New employees

Relocation costs for new employees are subject to negotiation and not as per schedule for existing employees.

### 3. Reasons for transfers

Transfers will only be considered when:

- Operationally it is necessary to fill a vacancy with an experienced employee to avoid damaging the Council's interests, or
- Additional experience is necessary for career development in the long term interests of both the Employee and the Council, or
- A succession planning candidate has to be relocated for operational reasons and further development

### 4. Approval

All transfers will be subject to the approval of the General Secretary.

### 5. Payments

The Council will pay in accordance with the following:

#### 5.1 Relocation Expenses

- A once off payment of one-month basic salary at the employee's new / revised salary to be paid to the employee for settling in costs. This amount will be reflected on the payroll for tax purposes but will be tax-free.
- The council will also pay for travel, accommodation, meals, transport etc.

#### 5.2 Removal of Household

- Costs of removal, including all risks insurance from old to new region will be paid for by Mibco
- Where an Employee cannot take occupation of new residence immediately cost of storage for up to one month and Mibco will pay for re-delivery to new residence.

|                                     |             |                                          |
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### 5.3 Purchase of Residence at New Centre (transferred employees only)

- Property transfer costs, subject to a maximum amount equal to 1, 5 months' salary (not taxable) and provided the employee owned a residence at the time of being advised of the transfer.

### 5.4 Allocation Of Above Costs

- To National Office

## 6. Removal Of Household Effects

Obtain quotations from three independent Removal contractors. Do NOT accept any of the quotations. Submit quotations to the Financial Manager who will accept one of the quotations and advise the employee accordingly.

## 7. Transferee Obligations

Any employee accepting a transferral appointment will be required to sign an undertaking not to leave the Council for a minimum of one (1) year following completion of his/her transfer.

If an employee leaves the Council voluntarily within this period following his/her transfer, he/she shall be required to refund the Council a portion of the transfer cost pro rata to the un-expired portion of such a year (document attached)

## 8. Procedure

Before all local transfers take place, a pre-move "Employee Transfer Negotiation Document" is to be completed in duplicate, one copy to be given to the Human Resources Manager, and the second copy to be retained by the employee being transferred. The purpose of the document is to reduce duplication. One pre-move negotiation will take place for each transfer and only one cheque will be issued to the employee to settle agreed expenses. This will represent the entire administrative procedure.

Although it is necessary to set limitations on the assistance provided, unusual circumstances may justify special concessions. The employee should submit a full report, before the transfer, should additional assistance be required.

## 9. Reconnaissance trip

The employee together with the employee's spouse / partner is entitled to a two (2) day reconnaissance trip to the new location for the purpose of scouting for accommodation and schools.

## 10. Removal and storage of personal and household effects

- The employee will be required to submit three (3) quotations from reputable removal companies; these quotations MUST include insurance coverage. Quotations obtained from one removal company must not be disclosed to another removal company. The Line Manager will authorize which quotation will be used.
- The company will cover the cost of packing and removal of all personal and household effects to the new destination.
- If suitable accommodation cannot be found immediately, then the company will pay for the storage of furniture to a maximum of three (3) months.

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### 11. Interim accommodation

- The company will carry the cost of temporary accommodation for the employee and dependants for a period of up to one (1) month at the rates applicable to the City Lodge type hotel whilst searching for permanent accommodation (where necessary). The company will not pay for the following expenses: room service, bar accounts, telephone and non-essential costs. The company will pay for all meals and laundry within reason.

### 12. Re-imbursement period

- Should the employee leave the company of his/her own accord or as a result of misconduct or poor performance, within 24 months from the date of relocation, then the employee will be obliged to reimburse the company for all costs incurred as follows:

|                |      |                        |
|----------------|------|------------------------|
| 0 – 6 months   | 100% | of total cost incurred |
| 6 – 12 months  | 75%  | of total cost incurred |
| 12 – 18 months | 50%  | of total cost incurred |
| 18 – 24 months | 25%  | of total cost incurred |

Thereafter no re-imbursement amount will be payable.

In the case of retrenchment or termination due to ill health, no re-imbursement period will apply.

Any other expenses outside of this policy are for the employee's own account. The company will not be responsible for the cost of lights, water, key or other deposits. A loan may be applied for if assistance is required in this regard.

#### Documentation:

| Document                                        | Completed By | Authorized        |
|-------------------------------------------------|--------------|-------------------|
| Appointment letter (if applicable)              | HR           | Manager           |
| Change of status                                | Manager      | HR                |
| Quotations                                      | Employee     | General Secretary |
| Employee Relocation Letter                      | HR           | Manager           |
| Pre-Move Employee Transfer Negotiation Document | HR           |                   |