

Relocation

April 2018 v18.04

Overview

An employee who is appointed to the States of Guernsey (either on a permanent or contract basis) and is required to transfer their residence to the Bailiwick of Guernsey, will have certain relocation expenses met by the States of Guernsey, subject to certain conditions, as set out in this Directive.

This directive replaces all previous directives with effect from 23 April 2018.



States of
Guernsey

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1. Introduction

- 1.1 An employee who is appointed to the States of Guernsey (either on a permanent or contract basis) and is required to transfer their residence to the Bailiwick of Guernsey, will have certain relocation expenses met by the States of Guernsey, subject to certain conditions, as set out in this Directive.

2. When this Policy will apply

- 2.1 In the case of former Bailiwick of Guernsey residents living off island, the arrangement would only apply if they were not otherwise intending to return to the Island.
- 2.2 Anyone who is normally resident in the Bailiwick and taking up a role will not be eligible for the relocation package. Persons in this category moving from off island to commence employment will be eligible to receive a sum of £500 to assist with travel and removal of personal effects. The employee will be required to give a written undertaking to repay a proportion of the payment (relative to the number of months remaining in a period of one year commencing on the date that the employee was due to take up their position) should employment with the States of Guernsey cease for any reason.
- 2.3 Relocation costs are applicable only once per household. For example if two persons from the same household are both employed by the States of Guernsey then only one set of allowances may be claimed.

3. Before Deployment

- 3.1 The States of Guernsey will make a one off payment of £5,000 to any employee relocating to the Bailiwick of Guernsey (£6600 if relocating to Alderney). This payment is a contribution towards all costs of moving to the Bailiwick. The payment will be made on receipt of a signed contract and subject to all references and security procedures being completed.
- 3.2 The employee will be required to give a written undertaking to repay a proportion of the payment (relative to the number of months remaining in a period of three years commencing on the date that the employee was due to take up their position) should employment with the States of Guernsey cease for any reason.

4. Removal Expenses

- 4.1 Employees are free to select any removal company they choose. Employees should be made aware of the option to take out marine insurance to cover their goods in transit.
- 4.2 **The employee must submit a copy of their removals invoice to the Hub to assist with relocation at the end of the permit period (if applicable)**

5. Employees occupying States of Guernsey Accommodation

- 5.1 Where an employee will be residing in subsidised accommodation provided by the States of Guernsey, this directive will not apply. In its place, there will be a one off single payment of £500 to cover the cost of bringing the employee and their personal effects to the Bailiwick of Guernsey.
- 5.2 Employees who later opt to move to private sector accommodation will be entitled to Rent Allowance, but the payment period will be reduced by the corresponding amount of time already spent in subsidised accommodation provided by the States of Guernsey.
- 5.3 The employee will be required to give a written undertaking to repay a proportion of the payment (relative to the number of months remaining in a period of one year commencing on the date that the employee was due to take up their position) should employment with the States of Guernsey cease for any reason.

6. Storage of Furniture

- 6.1 The States of Guernsey will be prepared to pay the costs of storing all or part of an employee's household furniture in the Bailiwick of Guernsey while the employee is temporarily occupying furnished or unfurnished temporary accommodation for a period of up to six months at the maximum rate of £50 per week provided that:
- The e-recruitment Team is satisfied that it is necessary to store such furniture and effects

And

- The employee submits quotations from two recognised storage companies the e-recruitment Team prior to commencing employment.

7. On Deployment

- 7.1 The States of Guernsey will be prepared to meet part of the cost of a temporary or permanent rented dwelling by the payment of rent allowance for a maximum of a two year period. Rent allowance will cease should an employee purchase a property within the Bailiwick of Guernsey.

8. Rent Allowance

- 8.1 The States of Guernsey will be prepared to meet part of the cost of a temporary or permanent rented dwelling by the payment of rent allowance for a maximum of a two year period. Rent allowance will cease should an employee purchase a property within the Bailiwick of Guernsey.
- 8.2 The level of rent allowance payable will be equal to the amount that the tenant is paying less £165.00 (the minimum qualifying rental charge) per week, up to a maximum of £280.00 per week. Any amount over this must be met by the employee.
- 8.3 As each lease is specific to an individual, it is not possible to provide a guide to values for every circumstance. In order to calculate the amount of rent allowance you will receive you will need to follow the calculation below.
- 8.4 To get the total weekly rent payable you must calculate it as shown below

$$\frac{\text{Monthly Rent X 12}}{52} = \text{Weekly Rent} \quad \text{OR} \quad \frac{\text{Annual Rent}}{52} = \text{Weekly Rent}$$

From this weekly rent figure the amount payable by the employee must be removed (currently £165.00), the balance is then used to calculate the rent allowance payable.

Example1: An employee is paying £1000 per month in rent. This gives a rent of £12,000 per annum (£1000 x 12) or £230.77 per week. Once you subtract the

minimum qualifying rent amount (£165.00) then the balance of £65.77 per week is payable in rent allowance.

Example 2: An employee is paying £1600 per month in rent. This gives a rent of £19,200 per annum (£1600 x 12) or £369.23 per week. Once you subtract the minimum qualifying rent amount (£165.00) then the balance of £204.23 per week is payable in rent allowance.

Example 3: An employee is paying £2300 per month in rent. This gives a rent of £27,600 per annum (£2300 x 12) or £530.67 per week. Once you subtract the minimum qualifying rent amount (£165.00) this leaves a balance of £365.67 per week. In this case, the States of Guernsey would pay £280.00 per week and the employee would need to top up the difference of £85.67 per week.

The States of Guernsey regrets that it is unable to provide “upfront” assistance with regard to Rent Allowance i.e. Deposits or advance payments.

9. Additional Rent Allowance

9.1 The States will be prepared to pay an additional rent allowance of up to £154.00 per week (or, if lower, to the value of the mortgage payments on the unsold property) to an employee who is in receipt of rent allowance. Payments will be for a period of up to 12 months, commencing when the employee takes up the appointment, subject to the following provisions:

- a. the employee will be required to provide their employing department with documentary evidence which shows that the employee is making mortgage payments in respect of their former primary residence;
- b. the employee will be required to provide written confirmation from an accredited estate agent that the property is being actively marketed at market rates;
- c. The employee will be required to provide written confirmation that they are not receiving a rental income in respect of that dwelling property.

9.2 ***Income Tax and Social Insurance contributions will be deducted from both rent allowance and additional rent allowance payments.***

10. House Purchase Grant

- 10.1 The States of Guernsey will be prepared to pay a House Purchase Grant (payable at the time of the purchase of a dwelling property in the Bailiwick of Guernsey provided that this occurs within a period of two years of the employee's taking up the appointment) to an employee who has had to sell their primary residential property overseas as a result of moving to the Bailiwick of Guernsey to take up an appointment, as follows:

A lump sum of £8,750

Subject to the following provisions:

1. The employee will be required to provide their employing department with documentary evidence of the purchase of a residential property in the Bailiwick of Guernsey; and
 2. the employee will be required to give a written undertaking to repay a proportion of the payment (relative to the number of months remaining in a period of three years commencing on the date that the payment is made) should employment with the States of Guernsey cease for any reason within the period of three years commencing on the date of the payment.
- 10.2 **In exceptional circumstances** the employing department having sought advice from Human Resources may agree to the payment of House Purchase Grant notwithstanding the fact that an employee has been in States of Guernsey employment for more than two years.

11. Relocation Assistance for Employment related permit holders at the end of their permit term

- 11.1 Assistance will be provided for employees with an employment related permit who have reached the last 6 months of their service. Employees appointed on the basis of an eight-year Employment Permit will not be eligible for any assistance with return/onward costs. This assistance is not automatic and may not be available to an employee whose conduct or performance has not been satisfactory.
- 11.2 In certain instances, an employee's permit may be extended as the result of an extension to an employment related Permit. Any extension granted at the behest of the department rather than the individual will not affect the employee's right to

assistance with relocation outside of the Bailiwick of Guernsey provided it is within six months of the end of their permit period.

Employees can benefit only if:-

- a. they are going to other employment, or have made every effort to secure other employment;
- b. They provide written evidence to prove that their new or prospective employer is not already providing similar assistance for them.

11.3 Assistance will be limited to:-

i. Relocation

The cost of fares for the employee and their family (maximum £520), together with the removal of furniture and effects from the Bailiwick of Guernsey (equal to the value of any original removal costs, plus 10%).

ii. Job and/or Accommodation Hunting

Reimbursement for the cost of up to 3 return journeys by the employee to a combined value of £625, for the specific purpose of either attending interviews or finding accommodation.

The employee should provide to their Head of section written details (in advance if possible) of each visit for approval of payment of travel costs.

iii. Training for New Employment

Employees should be encouraged to maintain their skills to the mutual benefit of themselves and their service area. In this respect, they will be able to discuss specific training needs and take full advantage of the training opportunities available.

In order to expedite the processing of claims, employees should apply in writing for the various forms of assistance to their Head of service area.

12. Administration

Any request which falls outside the provisions of this directive for any reason should be referred to the Senior HR Manager, Performance for advice.

13. Glossary of terms

Additional Rent Allowance	Financial support for employees who are unable to sell an existing property, receiving no income and maintaining mortgage payments on that property.
Bailiwick of Guernsey	Jurisdiction that includes, Guernsey, Alderney, Herm and Jethou.
Before Deployment	The employee has formally accepted the position but has yet to start.
Exceptional Circumstances	A circumstance that is not clearly defined in this directive
Employee	A person directly employed by the States of Guernsey. This does not include agency staff.
Employment Permit	An Employment Permit is granted to an individual so that they can live in Local Market accommodation and work in Guernsey based on their skills in the workplace
Household	All persons living in that property
House Purchase Grant	Assistance with meeting costs of buying a property for the purpose of relocating
On Deployment	The employee has started work for the States of Guernsey
Overseas	Anywhere outside of the Bailiwick of Guernsey
Rent Allowance	Financial support whilst residing in private sector rented property
States of Guernsey	Employing organisation