

## **RELOCATION EXPENSES 2016**

An employee who is appointed to the States of Guernsey (either on a permanent or contract basis) and is required to transfer their residence from overseas 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 will only apply where a post has been advertised off island and the post could qualify for an essential licence. In the case of former Bailiwick of Guernsey residents responding to global advertisements, the arrangement would only apply if they were not otherwise intending to return to the Island.*

*Relocation costs are applicable only once per household. For example if two persons from the same household are both employed by the States then only one set of allowances may be claimed for.*

Employees who are relocating to the Bailiwick of Guernsey can seek advice on the administration of this directive from Human Resources.

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

***All travel, including house hunting visits (described below), should be by the most efficient and economic means possible. Use should be made of the States Travel Service wherever possible. Details are available from the e-recruitment Team.***

### **Before Deployment**

#### **House Hunting Visit**

The States of Guernsey will be prepared to pay the return fares and two nights' reasonable accommodation for the employee, partner and/or dependent children to enable a house hunting visit within the Bailiwick of Guernsey.

As an *alternative*, where the employee has taken up the appointment before the removal of household furniture and effects has taken place, the States of Guernsey will be prepared to pay for one return trip to supervise the removal.

The maximum allowance payable is £650.

#### **Fares**

The States of Guernsey will pay the single fare of the employee and, where applicable, a partner and dependent children upon moving to the Bailiwick of Guernsey up to a maximum value of £520.

## **Removal Expenses**

The States of Guernsey will be prepared to pay the cost of the removal of an Employee's household furniture and effects (including a motor vehicle) to the Bailiwick of Guernsey, subject to the following provisions up to the value of £3,600:

- a. that the Employee shall submit a minimum of 2 quotations, one from White & Co and one from Pickfords. The employee may submit an additional quotation from another company should they wish to. All quotations must include the cost of marine insurance during transit and be sent to the e-recruitment Team for approval before acceptance; and
- b. that the Employee will be required to give a written undertaking to repay a proportion of the cost of the removal (relative to the number of months remaining in a two year period commencing on the date of taking up the appointment) should employment with the States of Guernsey cease for any reason within the period of two years commencing on the date of taking up the appointment.

If the employee's household furniture and effects are removed to storage in the Bailiwick of Guernsey, the States of Guernsey will be prepared to pay the cost of removal from such storage to the employee's residence in the Bailiwick of Guernsey at the end of the storage period, subject to (a) and (b) above and provided that the employee is still in States of Guernsey employment.

## **Employees occupying States of Guernsey Accommodation**

Where an employee will be residing in subsidised accommodation provided by the States of Guernsey then the House Hunting, Removal Expenses and Storage of Furniture are non-applicable; there will be a one off single payment of up to £300 to cover the cost of bringing the employee and their personal effects to the Bailiwick of Guernsey. The Employee will be required to give a written undertaking to repay a proportion of the costs (relative to the number of months remaining in a one year period commencing on the date of taking up the appointment) should employment with the States of Guernsey cease for any reason within the first 12 months.

Employees who become eligible/opt to move to non states owned 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.

## **Storage of Furniture**

The States of Guernsey will be prepared to pay the costs of storing all or part of an employee's household furniture in Bailiwick of Guernsey while the employee is temporarily occupying furnished or unfurnished temporary accommodation for a period of up to six months at the 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 (which must include the cost of insuring the goods) from at least two reputable firms to the e-recruitment Team prior to commencing employment.

### **On Deployment**

#### **Rent Allowance**

The States of Guernsey will be prepared to meet part of the cost of a temporary or permanent rented dwelling by the payment of a rent allowance for the duration of the contract or for five years whichever is shorter. Rent allowance will cease should an employee purchase a property within the Bailiwick of Guernsey.

The level of rent allowance will be equal to the difference between the minimum qualifying rental charge of £165.00 per week and the rent actually charged, up to a maximum of £308.00 per week. Any amount over this must be met by the employee.

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.

To get the total weekly rent payable you must calculate it as shown below

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

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

$$\frac{\text{Remainder} \times 104^{**}}{260 \text{ (i.e. 5 years)}} = \text{Allowance payable}$$

\*If the remainder exceeds the maximum permissible (currently £308) then anything over that amount will need to be paid by the employee.

\*\*The total “pot” available is based on a two year period, hence the 104 weeks.

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

### **Additional Rent Allowance**

The States will be prepared to pay an additional rent allowance of up to £154.00 per week (or to the value of the mortgage payments on the unsold property if lower) to an employee who is in receipt of rent allowance. Payments will be for a period of up to 21 months, commencing three months after 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 estate agent that the property is being actively marketed;
- c. the employee will be required to provide written confirmation that they are not receiving a rental income in respect of that dwelling property.

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

### **House Purchase Grant**

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 £13,453

Subject to the following provisions:

- a. the employee will be required to provide their employing department with documentary evidence of the sale of their primary residential property and the purchase of a residential property in the Bailiwick of Guernsey; and
- b. 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.

***In exceptional circumstances*** the employing department having sought advice from Central 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.

## **Relocation Assistance for Essential Licence Holders at the end of their contract**

Assistance will be provided for employees employed on the basis of an essential licence who have reached the last 6 months of their service. Employees appointed on the basis of a fifteen year essential licence 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.

In certain instances, an employee's contract may be extended as the result of an extension to a housing licence. Any extension granted at the behest of the department rather than the individual will not affect the employees' right to assistance with relocation outside of the Bailiwick of Guernsey provided it is within six months of the end of their original contract.

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.

Assistance will be limited to:-

### **1. 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%).

### **2. 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 Chief Officer written details (in advance if possible) of each visit for approval of payment of travel costs.

### **3. Training for New Employment**

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

**Administration**

Any request which falls outside the provisions of this directive for any reason should be referred to Human Resources for advice.

This directive replaces all previous directives with effect from 17 September 2014.



Simon Elliott  
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## **Glossary of terms**

Additional Rent Allowance	Financial support for employees who are unable to sell an existing property and incurring costs 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
Household	All persons living in that property
House Purchase Grant	Assistance with meeting costs of buying and selling 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 rented property
States of Guernsey	Employing organisation
States of Guernsey Travel Service	The States of Guernsey works in partnership with a preferred supplier to secure the most preferential rates for travel and accommodation. Details of the current preferred supplier will be provided by the e-recruitment Team.