

Relocation Policy

Category: Human Resources
Last Modified: December 2012
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Approved By: Director, Human Resources
Contact Person: [Recruitment & Retention Consultant](#)

Introduction:

This policy provides a guideline on the University of Canterbury's commitment to relocation support for Domestic and International relocations.

Definitions:

Appointee - For the purpose of this policy, the University defines an 'Appointee' as the person appointed to a position of employment within the University.

This policy recognises the immediate family relationship of legally married spouses, couples in a de facto relationship and dependent children of either spouse/partner who are under eighteen years of age at the time of the appointee's relocation.

Policy Statement:

1. Relocation assistance will be offered to Continuing Academic and Senior Management appointees (and by agreement to other appointees where appropriate) and their spouse/partner and dependent children. The basis of funding for any relocation must be agreed in writing prior to actual relocation.
2. Any special considerations or conditions requested by an appointee that fall outside this policy must be applied for and will require the written authorisation of the University. Applications for special consideration must be received 30 days prior to the packing of the appointees' effects at the point of origin.

3. University allowances and payments are only made on the basis that neither the appointee nor any accompanying family member(s) are in receipt of, or entitled to, any relocation allowance from any other organisation.
4. The relocation allowance provided is conditional on the appointee remaining a continuing employee of the University of Canterbury for a period of three (3) years from the date of appointment. Should the appointee resign from the University within this three year period, the appointee will be required to refund the fares and relocation services expenses on a pro-rata basis.
5. Should the appointee apply for and accept a position within another College/Service Unit at the University of Canterbury within this three year timeframe, the “receiving” College/Service Unit may be liable for the refund of the appointee’s pro-rata fares and relocation services expenses to the appointee’s current College/Service Unit.

Procedures:

1. Relocation Expenses

1.1 Removal Allowances

The University intends to make a contribution only towards the cost of relocation and does not seek to cover the full actual costs of relocation. It is anticipated that relocation reimbursements and travel arrangements regarding a spouse/partner and dependent children will normally be completed within a six month period from the starting date of the appointment. Extensions to this period will be pending agreement from the University.

The University uses two preferred Relocation Services providers, Crown Relocations and NZ Van Lines. The (appropriate) HR Administrator or Recruitment Advisor will contact the two preferred Relocation Services providers to request relocation services quotes. On receipt of the quotes, Human Resources will review them and resolve any queries they may have with the appropriate preferred Relocation Services provider, prior to submitting the quotes to the appointee. The appointee will then be responsible for selecting one quote, and arranging the uplift of household goods and effects with the chosen Relocation Services provider, after confirmed approval from the HR Administrator or Recruitment Advisor.

Should the appointee’s relocation be carried out by a Relocation Services provider that is not a preferred supplier of the University, the responsibility for arrangements, payment, and customs and immigration processes will rest with the appointee, and reimbursement (up to the allocated allowance) will be made on production of receipted accounts on arrival in Christchurch.

1.2 Maximum Allowance in Cubic Metres

The University will pay for actual expenditure up to the following maximums:

Number of persons	Domestic and International Allowances
Appointee Only	15 cubic metres
Appointee with Spouse/Partner	20 cubic metres
Appointee with Spouse/Partner and dependent children	28 cubic metres

Note: If the appointee is relocating from a destination where a shared container is a more feasible option, it is the University's preference that this option takes precedence, as appropriate.

The University is not responsible for relocation costs in excess of the above designated allowances. However, in exceptional cases, special considerations or conditions may be requested by an appointee in accordance with point 2 of the policy statement. Any such variation must be approved in advance by the appropriate Senior Management Team member (or delegate) through the relevant Human Resources staff member.

1.3 Storage

The University will pay the expense of storing household goods and personal effects for the first fourteen days following arrival of the goods in New Zealand (if required). This can normally be arranged through the relocation agent.

2. Marine and in Transit Insurance

Household and personal effects can be insured by the Relocation Services Provider on a "door-to-door – professionally packed" basis. The University will make a contribution towards Standard Cover Insurance to the value of the following amounts. This contribution must be agreed to in writing as per point 1 of the policy statement prior to the relocation.

Number of persons	Standard Cover
Appointee only	NZ\$20,000
Appointee with Spouse/Partner	NZ\$50,000
Appointee with Spouse/Partner and dependent children	NZ\$75,000

2.1 Replacement of Electrical Goods

In addition to the above, appointees from countries with a voltage supply which is not compatible with New Zealand voltage are entitled to a reimbursement on the production of receipts within a six month period of arriving in New Zealand of up to NZ \$1,500 for replacement electrical goods.

3. Exclusions

The University's financial responsibility does not extend to the transportation, accommodation or storage of any of the following items (unless specifically negotiated and agreed upon).

Section 1

- Articles for independent private enterprise
- Motor vehicles, trailers, motorcycles, motor scooters, spare parts and accessories
- Boats, yachts, airplanes etc
- Wood, coal and other fuels
- Building materials
- Farm machinery
- Domestic pets
- Horses and other livestock
- Steam cleaning, landscaping, gardening, lawn mowing, rubbish removal
- Storage levies in excess of 14 days (see storage section above)

- Freight car or other cargo conveyance during loading or unloading beyond the scheduled time of departure

Section 2 (dependent on the circumstances)

The following charges will be the responsibility of the new appointee, unless the transporter is at fault, in which case the University will pay the charges:

- Custom import duties
- Agriculture and quarantine charges
- Demurrage
- Detention of ship.

4. Travel Costs

4.1 International Airfares

The University will arrange international airfares to Christchurch for an appointee, spouse/partner and dependent children through its travel agent. The airfares will be standard one-way economy class airfares by the most direct route.

4.2 Domestic Travel

Where the appointee is recruited from within New Zealand but outside of Christchurch, the University will provide one-way economy class airfares through its travel agent for the appointee, their spouse/partner and dependent children.

If the appointee chooses to relocate by driving, they will be reimbursed for travel-related expenses occurred up to, but not exceeding, the equivalent value of an economy airfare for the appointee, their spouse/partner and dependent children (with reasonable booking notice). Where travel-related expenses include reimbursement for mileage, this will be calculated in accordance with UC staff mileage claim rates.

5. Accommodation Assistance

The University owns a number of fully furnished transit properties. A suitable property will be available for new appointees for two weeks on arrival in Christchurch. The cost of this accommodation will be covered by the University and in the event that a University property is not available, alternative accommodation will be arranged.

6. Immigration Fees

Approved immigration fees for the appointee will be reimbursed upon arrival at the University (UC may agree to reimburse immigration fees for the spouse/partner and dependent children).

Immigration Fees to be reimbursed will cover:

- Immigration application fee specific for the type of visa (including talent visas) which is required (including fees for any necessary translation of the appointee's qualifications into English)
- Medical Check Costs
- Settlement Fee

On presentation of detailed, original receipts from the respective authorities, the University will arrange reimbursement (in line with UC Policy and practice) to the appointee of the equivalent amount in New Zealand dollars.

Related Policies, Procedures and Forms:

- [Travel Policy](#)
- [Arrange Relocation \(HR Toolkit\)](#)

Version Control Table		
Action	Approval Body	Date Amended
New Policy	HR Director	9 October 2008
Review <i>Specific actions for Appointee clarified</i>	HR Director	28 April 2009
Amendment <i>Under Policy Statement, new text for 4. And 5.</i>	HR Director	19 October 2009
Annual Review <i>Minor changes only</i>	HR Director	8 October 2010
Annual Review <i>Changes to provider</i>	HR Director	16 January 2012
Annual Review	HR Director	13 December 2012

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