

Staff Relocation Policy

Last Modified	October 2019
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Approval Authority	Executive Director, Human Resources
Contact Officer	HR Advisor, Recruitment Portfolio - Human Resources

Introduction

This document provides information on the University's commitment to relocation support for domestic and international staff relocations.

Definitions

Appointee – a person appointed to a position of employment within the University.

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 to 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 Senior Management Team (SMT) member of the College/Service Unit (or approved delegated authority). Applications for special consideration must be received 30 days prior to the packing of the appointee's 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 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 airfares and relocation expenses on a pro-rata basis.

Procedures

1. Relocation Expenses

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 18 years of age at the time of an appointee's relocation.

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 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. Human Resources (HR) will contact the two preferred relocation services providers to request relocation services quotes. On receipt of the quotes, HR will review them and resolve any queries they may have with the appropriate preferred relocation services provider, prior to submitting the approved quotes to the appointee. The appointee will then be responsible for selecting one quote and notifying HR of their selected provider. After receiving notification from HR that their quote is approved, the preferred provider will then directly contact the appointee to arrange the uplift of household goods and effects.

Should the appointee's relocation be carried out by a relocation services provider that is not a preferred supplier of the University, the University must pre-approve the relocation services quote (up to the value of the quote/s provided by the University's preferred suppliers). The responsibility for arrangements, payment, customs and immigration processes will rest with the appointee, and reimbursements (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 SMT member (or delegate) through the relevant HR staff member.

1.3. Storage

The University will pay the expense of storing household goods and personal effects for the first 14 days following arrival of the goods in New Zealand (if required). This can normally be arranged through the relocation services provider.

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

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 upon 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,
- quarantine treatment costs,
- demurrage, and
- 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 economical and 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 University staff mileage claim rates.

5. Accommodation Assistance

Accommodation will be provided for new appointees for four weeks on arrival in Christchurch. The cost of this accommodation will be covered by the University.

6. Immigration Fees

Approved immigration fees for the appointee will be reimbursed upon arrival at the University (the University 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; and
- Settlement fee.

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

Related Documents and Information

UC Policy Library

- [Travel Policy \(PDF, 414KB\)](#)

UC Website and Intranet

- [Arrange Relocation \(HR Back Office Sharepoint website\) \(HR Staff only\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
1.00	Converted document onto new template and updated hyperlinks.	Policy Unit	Sep 2013
2.00	Scheduled review undertaken by Contact Officer – name changed.	Director, Human Resources	Mar 2015
2.01	Minor amendments by Contact Officer.	Policy Unit	Dec 2015
3.00	Scheduled review by Contact Officer – minor changes to layout and format.	Policy Unit	Feb 2017
3.01	Change of CO to HR Manager, Operations and Legal.	Policy Unit	Dec 2017
3.02	Change of CO from HR Manager Operations & Legal to HR Advisor, Recruitment Portfolio.	Policy Unit	June 2018
4.00	Scheduled review – updated hyperlinks.	Executive Director, Human Resources	May 2019

4.01	Correction of URL	Policy Unit	May 2019
4.02	Unscheduled review by contact officer	Executive Director, Human Resources	Oct 2019

This policy remains in force until it is updated