

Relocation Policy

Contents

1. Overview	1
2. General Policy	1
3. Airport Transfer	3
4. Freight Forwarding.....	3
5. Fare Expenses	4
6. Temporary Accommodation.....	4
7. Rental Vehicle Provision.....	5
8. Service Bond Agreement.....	5
9. Associated Documents.....	6

1. Overview

Purpose

Waitemata District Health Board (WDHB) has developed this policy in line with its recruitment strategy, to offer new employees relocation assistance.

This policy has been developed to assist managers to:

- Make an informed decision regarding the eligibility of applicants for relocation assistance offered as part of the recruitment of employees
- Clarify the guiding principles and financial implications associated with this policy
- Clarify the ownership of the process
- Fulfil obligations under the Health & Disability Services Act – being a good employer by supporting recruited applicants
- Take all practicable steps to attract and retain sought after skilled candidates, as part of the workforce development of WDHB

Scope

This policy applies to all WDHB external applicants and must be followed for all new appointments.

This policy does not apply to:

- Current WDHB employees changing position within the organisation,
 - Contractors, locums, fellows and fixed term contracts that are less than 12 months tenure
- UNLESS negotiated with the General Manager of the service.

2. General Policy

Undertaking & Strategy

WDHB has undertaken to be innovative in the way we recruit health professionals.

Part of this recruitment strategy is to offer new employees relocation assistance.

Offers of Assistance

When an appointment is to be made the appointee's line manager must discuss appropriate reimbursement with the General Manager before negotiating any assistance with the individual.

Responsibility & Authority

Relocation costs are borne by the employing service.

Issued by	GM Human Resources	Issued Date	June 2018	Classification	015-001-02-030
Authorised by	SMT	Review Period	36 mths	Page	1 of 6

Relocation Policy

Relocation assistance will be approved by the General Manager of the service and be administered by the Recruitment Centre or nominated service delegate.

All relocation expenses applicable to the Bond agreement, will require approval by the Global Mobility Consultant prior to being paid. Any relocation expense claim forms sent directly to SSC and not approved by the GMC will be sent back to the GMC for approval.

Policy Boundaries

Relocation assistance must only be offered within the boundaries of the existing WDHB recruitment policy.

Where costs are incurred by the individual (rather than paid directly by WDHB) reimbursement of these costs will be in accordance with WDHB "Expenses" policy (e.g on provision of original receipts etc) after the employee has started work. Claims must be made within 3 months of start of work.

Criteria for Eligibility

For an individual/appointment to be eligible for relocation assistance, the following criteria must be met:

- Applicant is to be employed in a permanent position or to a fixed term contract of no less than 12 months duration
- Applicant currently resides more than 150km from the greater Auckland region
- A service bond agreement is entered into at the time the employment is established (see [Service Bond Agreement](#))

General Provisions

Individuals eligible for relocation assistance may receive:

- Reimbursement of a one-way economy travel fare from origin of offer (see [Fare Expenses](#))
- Up to a maximum of 4 weeks paid temporary accommodation (see [Temporary Accommodation](#))
- Up to a maximum of 4 weeks rental car hire/provision (see [Rental Vehicle Provision](#))
- Costs for shipping of household goods (See [Freight forward](#))
- Airport transfer costs on arrival (See [Airport Transfer](#))
- Bond period is 12 or 18 months or term of employment agreement if less than 12 or 18 months. Re-payment of the bond is pro-rata to the time in the role.

Maximum Values

The table below describes the maximum New Zealand dollar value of relocation assistance available.

	Role Type			Bond Period
	Clinical	Mngt	Exec Mngt & SMO	
Airport transfer, Accommodation, Car, Airfare & Freight forward	<\$4,000.00	<\$4,000.00	<\$15,000.00	12 mths
Airport transfer, Accommodation, Car, Airfare & Freight forward	<\$6,000.00	<\$6,000.00	<\$20,000.00	18 mths
Note:				
1. Actual \$ value provided will be pro-rata to the FTE of the position concerned.				
2. RMOs should refer to the RDA MECA for details of relocation eligibility and assistance available to them				
3. All values are GST inclusive				

General Exclusions and/or Options

The following items are excluded from relocation assistance provisions:

- Storage of household and personal effects
- Personal insurances, travel insurance
- Accommodation en route
- Custom import duties / demurrage costs / fumigation costs
- Airfares / travel costs for partners and family members travelling with employees

Issued by	GM Human Resources	Issued Date	June 2018	Classification	015-001-02-030
Authorised by	SMT	Review Period	36 mths	Page	2 of 6

Relocation Policy

- Shipment of pets and shipment of vehicles, trailers, boats or other unusually large items
- New school uniforms for dependents / family members
- Gym memberships
- Rental Furniture
- Rental deposits for tenancy agreements
- House cleaning/valet

In **special** circumstances, or when recruiting specialist skills, the above exclusions can be negotiated. Negotiations of this nature should be conducted with the assistance of the Service Manager and approved by the General Manager.

Registration, Annual Practising Certificate, Immigration Costs

The employing service at WDHB will pay the cost of the employee's Annual Practising Certificate (APC), however the employee is responsible for paying the cost of their registration (if required) to work in New Zealand. The employee is also responsible for any immigration costs associated with the shift to New Zealand.

Other Assistance

Relocation assistance other than that discussed in this policy may be negotiated at the discretion of the General Manager of the employing service provided amounts are within the boundaries stated in this policy (See "[Maximum Values](#)").

Relocation Agreements

The Global Mobility Consultant within Recruitment Centre holds the preferred supplier agreement for any relocation. Please contact the Global Mobility Consultant via your Recruitment Consultant for the details.

3. Airport Transfer

Provision

The WDHB can assist with an airport collection, when the candidate arrives into Auckland.

Preferred Providers

WDHB has a preferred provider, to make the arrangements and this information is available from the Global Mobility Consultant within the Recruitment Centre.

4. Freight Forwarding

Provision

The WDHB can assist with the relocation of the candidates' personal effects from Origin to Destination (Auckland, NZ).

Preferred Providers

WDHB have preferred providers based in New Zealand and this information is available from the Global Mobility Consultant within the Recruitment Centre.

Reimbursement

Where an employee has utilised the services of their own provider, the WDHB will reimburse the employee in NZ Dollars, with the conversion calculated at the exchange rate relevant to the date of purchase.

Reimbursement will be made upon submission of original receipts in accordance with WDHB Work Related Expenses Policy. Reimbursements will be made once the candidates have commenced work at WDHB and claims must be made within 3 months of their start date.

Issued by	GM Human Resources	Issued Date	June 2018	Classification	015-001-02-030
Authorised by	SMT	Review Period	36 mths	Page	3 of 6

Relocation Policy

5. Fare Expenses

Provision

Relocation assistance will provide a one-way economy fare for the employee only between origin and destination of offer by the most direct route.

Note:

Individuals relocating from the South Island of New Zealand may elect a one way Cook Straight ferry crossing (one passenger and one vehicle) OR a one-way economy airfare as described above. Fuel costs and tolls will be reimbursed for the journey.

Employee Costs

If the employee wishes to vary their itinerary, by taking a less direct route or including stopovers, any increase in cost is borne by the employee.

Baggage costs and all transport costs including to the point of departure, will be paid by the relocating employee.

Reimbursement

Where an employee has purchased an economy airfare to take up employment, WDHB will reimburse that airfare in New Zealand dollars with the conversion calculated at the exchange rate relevant to the date of purchase.

Reimbursement will be made upon submission of original receipts in accordance with WDHB Work Related Expenses policy.

If a return ticket is purchased, the cost of a direct one-way fare will be the equivalent of a one-way direct air ticket at the time of purchase.

Reimbursement will be made once the candidate has commenced work at WDHB and within 3 months of their start date.

6. Temporary Accommodation

Provision

WDHB paid temporary accommodation will be provided up to a maximum of 4 weeks specified if required.

Conduct

Relocating individuals taking advantage of WDHB Temporary Accommodation arrangements are required to conduct themselves in a professional and courteous manner at all times.

The provisions of the WDHB Harassment Prevention policy apply equally to hosts and guests of an accommodation arrangement.

Preferred Providers

WDHB have preferred motel providers and this information is available from the Global Mobility Consultant within Recruitment Centre.

Cost

The cost that will be incurred by the recruiting service when utilising preferred providers is up to a maximum of 4 weeks pro-rata.

The use of alternate motel facilities must be negotiated by the recruiting manager directly with the recruiting service.

Issued by	GM Human Resources	Issued Date	June 2018	Classification	015-001-02-030
Authorised by	SMT	Review Period	36 mths	Page	4 of 6

Relocation Policy

Associated Expenses

The relocated employee is always responsible for the payment of:

- Telephone calls (national / international / cell phone charges)
- Transportation costs
- Personal living costs
- Alcohol / beverages
- Food items
- Breakages / damages

7. Rental Vehicle Provision

Provision

The main purpose of supplying the rental vehicle is for the employee (and their family) to become familiar with the Auckland region.

WDHB may supply a vehicle for a maximum of four weeks if appropriate. The vehicle may be sourced from a rental vehicle agency.

The option to utilise a WDHB provided rental vehicle must be exercised immediately employment is commenced, however the vehicle can be made available for up to two weeks before starting work if required.

Note:

Where two (2) partnered individuals (e.g. spouses) are commencing work at WDHB, only one vehicle will be provided.

Compliance with Other Policy

Individuals utilising rental vehicles under this provision are required to do so in compliance with the requirements of the WDHB Fleet Vehicle policy and the rental agency vehicle policy (if applicable) which will be supplied to them in writing.

Pre-requisite

Proof of a current driver's license, either from country of origin or an International Drivers License, is required prior to the supply or operation of a WDHB provided vehicle.

To be acceptable, the license must meet the Land Transport Safety Authority International driver's license requirements.

Note: This requirement applies to partners and family members travelling with the employee who may use the vehicle.

Employee Costs

Employees are responsible for all fuel costs, parking and any infringements during the period of rental (e.g. speeding tickets, parking tickets, etc), including accidents.

Limitations

The rental vehicle may not be taken out of the Greater Auckland region.

8. Service Bond Agreement

Requirement

Provision of relocation assistance is dependent on the employee entering into a Service Bond agreement, requiring continuous employment for a specified period of time.

Issued by	GM Human Resources	Issued Date	June 2018	Classification	015-001-02-030
Authorised by	SMT	Review Period	36 mths	Page	5 of 6

Relocation Policy

Responsibility

Service Bond agreements will be drawn up by the Recruitment Centre and forwarded to the appointee and the Hiring Manager for signature/acceptance prior to the commencement date as part of the appointees letter of appointment. The Service Bond may be signed on behalf of the Hiring Manager by the relevant Recruitment or Global Mobility Consultant with their approval.

Length of Bonded Service

The length of bonded service is a period of 12 or 18 months or if the length of employment is less than 12 or 18 months.

Service Bond Not Honoured

Relocation expenses paid to, or incurred on behalf of, an employee will be required to be reimbursed to WDHB on a pro-rata basis, if the employee does not honour the Service Bond Agreement.

Auckland Regional Bond Agreement

As part of an Auckland Regional Agreement, the DHBs and healthAlliance agree not to pay out the balance of bond agreements, i.e. monies owed by a potential applicant, to another DHB in order to employ that person.

9. Associated Documents

WDHB Corporate	Harassment Prevention (Human Resources) Fleet Vehicle (Facilities) Recruitment (Human Resources) Work Related Expenses (Finance)
Legislation	Health & Disability Services Act Land Transport Safety Authority
Other	Collective Agreements (ASMS, RDA, NZNO – MECA, etc)

Issued by	GM Human Resources	Issued Date	June 2018	Classification	015-001-02-030
Authorised by	SMT	Review Period	36 mths	Page	6 of 6

This information is correct at date of issue. Always check on Waitemata DHB Controlled Documents site that this is the most recent version.