

## RESEARCH COUNCIL RELOCATION POLICY

### **Content**

#### **Policy statement**

1. Principles
2. Policy Review
3. Amendment history

## RESEARCH COUNCIL RELOCATION POLICY

### Policy Statement

For various reasons employees may be permanently transferred to another location.

The purpose of the Relocation policy is to set out the principles relating to the expenses that you can claim during the relocation process. Employees should refer to their Research Council HR team for guidance on specific amounts that can be claimed in individual circumstances.

The Relocation Policy is agreed with the Trade Union Side.

For employees holding limited leave to remain and/or right to work limitations, implementation of this policy may be subject to Home Office immigration rules. Before making decisions or taking any action relating to this policy advice must be sought from your retained HR Team.

The UK Shared Business Services Ltd (SBS) provides HR Services across the Research Councils. However some employees are deployed at establishments/facilities/ships that do not access services from the SBS. In these cases references to the SBS or System (Employee Self Service) will not apply and employees should refer to their Research Council HR team for assistance.

Whether a worker is deemed to be a worker or employee is not always clear under employment legislation. In cases where managers or employees have any doubt as to whether the Relocation Policy and associated procedure should apply, advice should be sought from the Research Council HR team.

### 1. Principles

- 1.1 The overall aim when relocating staff is to provide support to try to reduce the inevitable personal and financial disruption that staff face when they are required to move from one location to another. This can be in the form of financial assistance or provision of special leave to assist with making arrangements for a transfer.
- 1.2 The intention of the relocation financial package is to meet reasonable costs incurred; there can be no betterment at public expense. The “no betterment” principle does not prevent transferees from trading up to a larger property provided that they meet any additional costs over and above those of a “like for like” move.

## RESEARCH COUNCIL RELOCATION POLICY

- 1.3 A permanent transfer is usually a posting that is expected to last three years or more, shorter-term temporary postings are classed as detached duty. For details of expenses that can be claimed whilst on detached duty employees should refer to their Research Council HR Team.
- 1.4 The reasons for a permanent transfer may include but not be limited to the following scenarios:
- Transfer at the Research Councils' request
  - Voluntary transfer to avoid compulsory redundancy
  - Voluntary transfer in response to a vacancy notice
- 1.5 Should a situation arise where there is a need to relocate a number of staff (e.g. due to the closure of a site), the Research Council HR Team will advise on arrangements.
- 1.6 If the employees' home is within reasonable daily travelling of the new location or they choose not to relocate they may be entitled to reimbursement of any additional travel costs for a period of three years. Employees should refer to their Research Council HR Team for further guidance.
- 1.7 Certain key or hard to fill vacancies may attract a relocation allowance. This will be mentioned in the advertisement for the job and/or in the new employees' contract of employment.
- 1.8 Other than where flat rate allowances are payable, the reimbursement of expenses is on a receipted actual basis.
- 1.9 For details of the relocation package available to them, employees should contact their Research Council HR team. Each package will be determined on a case-by-case basis.
- 1.10 Employees should not commit to any major relocation expense until the Research Council HR Team at the new establishment has specified, in writing, the assistance available to them. Employees must always seek agreement before committing to any expense that they expect the Research Council to pay.

## 2. Policy Review

- 2.1 This policy will be regularly reviewed to incorporate any legislation changes. The TU may request that a policy is reviewed.

## 3. Amendment history

Version	Date	Comments/Changes
V2.0	01 April 2015	Reference removed at 1.4 (third bullet point) that excess fares would not apply
V3.0 (UKRI)	01 June 2018	Additional paragraph added to Policy Statement confirming Policy may be subject to Home Office Immigration Rules