

# Relocation

January 2022 v22.1

## Overview

An employee who is appointed to the States of Guernsey (either on a permanent or contract basis) and is required to transfer their residence 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 replaces all previous directives with effect from 24 January 2022.

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# 1. Introduction

- 1.1 An employee who is appointed to the States of Guernsey on a full-time basis to a role that would qualify for either a Medium or Long Term Employment Permit and is required to transfer their residence to the Bailiwick of Guernsey, will have relocation expenses met by the States of Guernsey, subject to certain conditions, as set out in this Directive.

# 2. When this Policy will apply

- 2.1 The Directive will only apply where a post has been advertised outside of the Bailiwick and the individual has been ordinarily resident outside of the Bailiwick of Guernsey. In the case of former Bailiwick of Guernsey residents responding to such advertisements, the arrangement would only apply if they were not otherwise intending to return to the Bailiwick of Guernsey.
- 2.2 Anyone who is normally resident in the Bailiwick and taking up a role will not be eligible for the relocation package. Persons in this category, moving to Guernsey to commence employment will be eligible to receive a sum of £500 to assist with travel and removal of personal effects. 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 one year commencing on the date that the employee was due to take up their position) should employment with the States of Guernsey cease for any reason.
- 2.3 Relocation costs are applicable only once per household. For example, if two persons from the same household are both employed by the States of Guernsey then only one set of allowances may be claimed.

# 3. Interview costs

- 3.1 Interviews held within the Bailiwick will usually be final stage interviews.
- 3.2 The States of Guernsey will pay for travel to and from the Bailiwick to attend an interview. This will usually be a return trip within the same day. However, it is recognised that this is not always possible and, on those occasions, will provide one nights accommodation.

- 3.3 If the employee wishes to spend more than one night on island when it is not necessary to do so, then the costs of that accommodation will need to be met by the interviewee.
- 3.4 The interviewee will also be required to pay any additional costs occurred for travel should their stay increase the travel costs from what they would have been.

## 4. Before Deployment

- 4.1 The States of Guernsey will make a one-off payment of £5,000 to any employee relocating to the Bailiwick of Guernsey (£6,600 if relocating to Alderney). This payment is a contribution towards all costs of moving to the Bailiwick. The payment will be made on receipt of a signed contract and indemnity form.
- 4.2 This payment will only be available to an employee appointed on a contract of over 12 months. Employees on contracts of 12 months or less will be eligible for a single payment of £1,400 to cover the costs of travel and removal of personal effects. Should an employee be offered a longer-term contract at a later date, then the balance of the pre deployment payment could be made available,
- 4.3 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 three year period, (contracts of less than three years will have repayment terms adjusted relative to the length of contract) commencing on the date that the employee was due to take up their position) should employment with the States of Guernsey cease for any reason. The States of Guernsey reserves the right to recover any amount owed from any source of monies owed by the States of Guernsey to the individual.

## 5. Removal Expenses

- 5.1 Employees are free to select any removal company. Employees should be aware of the merit in taking out marine insurance to cover their goods in transit.
- 5.2 **The employee must submit a copy of their removals invoice to the Hub to assist with relocation at the end of the permit period (if applicable). It is the employee's responsibility to ensure this invoice is submitted. If the invoice cannot be produced at the end of the permit period financial assistance may not be provided.**

## 6. Employees occupying States of Guernsey Accommodation

- 6.1 Where an employee will be residing in subsidized accommodation provided by the States of Guernsey, this directive will **not** apply. In its place, there will be a one-off single payment of £500 to cover the cost of bringing the employee and their personal effects to the Bailiwick of Guernsey.
- 6.2 Employees who later opt to move to private sector accommodation will be entitled to Rent Allowance (see below), but the payment period will be reduced by the corresponding amount of time already spent in subsidised accommodation provided by the States of Guernsey.
- 6.3 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 one year commencing on the date that the employee was due to take up their position) should employment with the States of Guernsey cease for any reason.

## 7. Storage of Furniture

- 7.1 The States of Guernsey will be prepared to pay the costs of storing all or part of an employee's household furniture in the Bailiwick of Guernsey while the employee is temporarily occupying furnished or unfurnished temporary accommodation for a period of up to six months at the maximum rate of £50 per week provided that:
- The Recruitment Team is satisfied that it is necessary to store such furniture and effects
- And
- The employee submits quotations from two recognised storage companies to the Recruitment Team prior to commencing employment.

## 8. On Deployment

- 8.1 Upon deployment, The States of Guernsey will be prepared to provide financial assistance towards the costs of on island accommodation. This may be through Rent Allowance, Additional Rent Allowance or a House Purchase Grant.

## 9. Rent Allowance

**Please note that Income Tax and Social Insurance contributions will be deducted from Rent Allowance and Additional Rent Allowance payments.**

- 9.1 The States of Guernsey will be prepared to meet part of the cost of a temporary or permanent rented dwelling by the payment of rent allowance for a maximum of a two-year period. Rent allowance will cease should an employee purchase a property within the Bailiwick of Guernsey.
- 9.2 The level of rent allowance payable will be equal to the amount that the tenant is paying less a minimum qualifying rental charge of £185.00 per week, up to a maximum of £260.00 per week. Any amount over this must be met by the employee.
- 9.3 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.
- 9.4 To get the total weekly rent payable, the calculation is 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 £185.00), the balance is then used to calculate the rent allowance payable.

Example1: An employee is paying £1000 per month in rent. This gives a rent of £12,000 per annum (£1000 x 12) or £230.77 per week. Once you subtract the minimum qualifying rent amount (£185.00) then the balance of £45.77 per week is payable in rent allowance.

Example 2: An employee is paying £1600 per month in rent. This gives a rent of £19,200 per annum (£1600 x 12) or £369.23 per week. Once you subtract the minimum qualifying rent amount (£185.00) then the balance of £184.23 per week is payable in rent allowance.

Example3: An employee is paying £2300 per month in rent. This gives a rent of £27,600 per annum (£2300 x 12) or £530.67 per week. Once you subtract the

minimum qualifying rent amount (£185.00) this leaves a balance of £345.77 per week. In this case, the States of Guernsey would pay £260.00 per week and the employee would need to top up the difference of £85.77 per week.

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

## 10. Additional Rent Allowance

- 10.1 The States of Guernsey 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 employee’s unsold property if lower) to an employee who is in receipt of rent allowance. Payments will be for a period of up to 12 months, 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 accredited estate agent that the property is being actively marketed at market rates;
  - c. the employee will be required to provide written confirmation that they are not receiving a rental income in respect of that dwelling property.

## 11. House Purchase Grant

- 11.1 The States of Guernsey will be prepared to pay a House Purchase Grant, 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. This is payable at the time of purchase of a dwelling in the Bailiwick of Guernsey.

The House Purchase Grant is a tax-free lump sum of £8,750

Subject to the following provisions:

1. The employee will be required to provide their employing service area with documentary evidence of the purchase of a residential property in the Bailiwick of Guernsey; and
2. 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.

The States of Guernsey reserves the right to recover any amount owed from any source of monies owed by the States of Guernsey to the individual.

## 12. Relocation Assistance for Employment related permit holders at the end of their permit term

- 12.1 Assistance will be provided for employees with an employment related permit who have reached the last six months of their service.

This assistance is not automatic and may not be available to an employee whose conduct or performance has not been satisfactory.

Employees appointed on the basis of a long-term Employment Permit will not be eligible for any assistance with return/onward costs.

- 12.2 In certain instances, an employee's permit may be extended as the result of an extension to an employment related Permit. Any extension granted at the behest of the Service Area rather than the individual will not affect the employee's right to assistance with relocation from the Bailiwick of Guernsey provided it is within six months of the end of their permit.

Employees can benefit only if:

- a. They are going to other employment, or have made every effort to secure other employment;

And if appropriate

- b. They provide written evidence to prove that their new or prospective employer is not already providing similar assistance for them.



### 12.3 Assistance will be limited to:

#### i. 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%).

#### ii. Job and/or Accommodation Hunting

Reimbursement for the cost of up to two return journeys by the employee to a combined maximum value of £625, for the specific purpose of either attending interviews or finding accommodation.

The employee should provide their Head of section with written details (in advance if possible) of each visit for approval of payment of travel costs.

#### iii. Training for New Employment

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

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

## 13. Administration

Any request which falls outside the provisions of this directive for any reason should be referred to the Senior HR Manager, Performance for advice.

## 14. Glossary of terms

Additional Rent Allowance	Financial support for employees who are unable to sell an existing property, receiving no income and maintaining mortgage payments 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
Employee	A person directly employed by the States of Guernsey. This does not include agency staff.
Employment Permit	An Employment Permit is granted to an individual so that they can live in Local Market accommodation and work in Guernsey based on their skills in the workplace
Household	All persons living in that property
House Purchase Grant	Assistance with meeting costs of buying 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 private sector rented property
States of Guernsey	Employing organisation