

# Isle of Man Government

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## Relocation Policy

Department of Health and Social Care

*Rheynn Salynt as Kiarail y Theay*

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**Relocation forms:**

- Form 1      Removal Expenses, Housing Assistance & Recruitment Incentive Authorisation**
- Form 1a     Removal Expenses – Exceptional Circumstances**
- Form 2      Recruitment Incentive**
- Form 3      Removal Expenses**
- Form 4      Housing Assistance Claim Form**
- Form 5      Undertaking to repay relocation allowance**

## Section 1: Policy Statement

### 1.1 Introduction

The Isle of Man Government recognises that successful candidates relocating to take up posts on the Island incur related costs. In order that these might not be regarded as a disincentive, a scheme is in operation to alleviate these costs, and this policy sets out how the Department of Health and Social Care operates the scheme. The Relocation policy is made up of three parts:-

- Removal Expenses
- Recruitment Incentive
- Housing Assistance

### 1.2 Scope

The procedures contained within this policy apply to all staff employed in the Department of Health and Social Care.

### 1.3 Review

This policy has been drawn up in consultation with relevant staff negotiating bodies and will be reviewed periodically.

## Section 2: Removal Expenses

### 2.1 Eligibility

Form REL1, "Removal Expenses, Housing Assistance and Recruitment Incentive Authorisation" should be completed and authorised by the budget holder prior to the post being advertised.

If a relocation allowance is applicable to a post, this will be clearly stated in the recruitment advert and on-boarding documentation.

It is the Line Manager's responsibility to ensure that claims do not exceed the authorised maximum for removal expenses.

The OHR Employment Services Team will confirm the details of any offer of financial assistance when making an offer of employment, towards the costs of moving themselves, their dependants and their personal effects to the Isle of Man.

Employees may not claim removal expenses if their spouse or partner is pending receipt of or has already received removal expenses from the DHSC or another Government department.

### 2.2 Exceptions

In the case of exceptional circumstances, and only on the recommendation of one of the Authorising Managers as shown in the table at Appendix 1, an alternative maximum not exceeding £9,000 inclusive of VAT may be recommended for authorisation by the Chief Executive. Form REL1a, "Removal Expenses – Exceptional Circumstances" should be completed in such cases.

Exceptions will only be approved in cases where difficulty has been experienced in recruiting to specific posts defined as 'hard to recruit' or the recruit is relocating from further afield than the British Isles.

### **2.3 Costs covered by Removal Expenses**

Staff appointed for a term of 12 months or less can claim up to a maximum amount of £1,000 inclusive of VAT on production of relevant receipts.

Costs pertaining to removal expenses will be reimbursed to a maximum of £7,000 inclusive of VAT on production of relevant receipts (unless exceptional circumstances have been authorised by the DHSC Chief Executive).

Anticipated costs will include:

- preliminary visit
- house-hunting and school visits after an offer has been accepted, and prior to the start date, up to a value of £600 (paid from the £7,000 allowance)
- travel between the person's previous home and the Isle of Man in the first six months of employment
- removal of household effects
- storage of household effects
- fees associated with buying and selling of property
- relocation of dependants
- provision of temporary accommodation for the employee in the first three months of employment

This list is not exhaustive; however, any removal costs claimed for should be related to the relocation of an employee to the Isle of Man. Removal costs eligible for payment will not normally include the cost of purchasing new household items.

### **2.4 Procedure and Authorisation**

Where relocation expenses have been paid direct by the employee, Form REL3, "Removal Expenses Claim Form" should be completed listing the relevant claims and attaching original receipts. The completed documentation should be passed to the Line Manager (whose responsibility it is to verify the authenticity of receipts) for authorisation and forwarding to Payroll who will arrange for the relocation expenses to be reimbursed in the next available month's pay. Costs for which no receipt is provided will not be reimbursed.

Relocation expenses can also be paid direct by the Government Finance Department. The Line Manager should contact the Finance Department on 685125 and ask for an order to be raised to the companies concerned. The company will then provide the Government Finance Department with a valid VAT invoice on company letterhead paper, which will be coded and processed for direct payment to the company. The Line Manager should record the costs paid directly by the Government Finance Department on Form REL3.

### **2.5 Time limit for claims**

Any receipts relating to removal expenses must be passed to the Line Manager within 3 months of taking up post. Claims made after this period will not be reimbursed.

## **2.6 Pension contributions, Tax and National Insurance, Benefit in Kind declaration**

Removal expenses as shown at 2.3 are not pensionable or liable for either Income Tax or National Insurance deductions. If the total amount of expenses is under £20,000 it does not need to be declared on the employee's T9 as a Benefit in Kind.

The Recruitment Incentive as shown at Section 3 is not pensionable or superannuable. It is liable for Income Tax and National Insurance deductions. The Recruitment Incentive does not have to be declared on the employee's T9 as a Benefit in Kind.

Housing Assistance is not pensionable or liable for either Income Tax or National Insurance deductions through payroll. However, housing Assistance should be declared as a Benefit in Kind on the employee's T9.

These details are provided for general information purposes only. Further details can be found using the links below or by contacting the Isle of Man Government Income Tax Division.

<https://www.gov.im/media/350893/bikguide2011.pdf>

<https://www.gov.im/media/1350461/pn-193-16-relocation-expenses.pdf>

## **2.7 Staff returning to the Isle of Man**

If an employee relocates to the Island and receives financial assistance towards removal costs and housing, leaves the Island, then wishes to return the following conditions will apply:

- a) If the return is within two years of leaving, the employee will not be entitled to receive assistance in the form of removal costs and housing assistance a second time.
- b) If the return is after a period exceeding two years and the employee has property on the Island they are returning to, removal costs only will be granted.
- c) If the return is following a period exceeding two years and the employee does not possess property on the Island, then the entitlement will be to both removal costs and housing assistance and recruitment incentive if authorised.
- d) If the employee is a returning student then relocation expenses and incentive will apply.

## **Section 3: Recruitment Incentive**

A recruitment incentive may be requested by the budget holder prior to the advertising stage. This will apply where it is anticipated that a post will be hard to recruit to and the additional funding is available. This amount will be £3,000.

Authorisation for this must be included on Form REL1 "Removal Expenses, Housing Assistance and Recruitment Incentive Authorisation".

A recruitment incentive will only apply to posts that fit the criteria for reimbursement of removal expenses.

The offer of a recruitment incentive to any candidates is at the discretion of the recruiting manager, ie the successful applicant does not automatically receive the recruitment incentive if the post is eligible. Should a manager determine that a recruitment incentive should be offered to a candidate then on appointment, Form REL2 "Recruitment Incentive" must be completed and forwarded to Payroll for payment.

### **3.1 Staged payment**

Any recruitment incentive agreed will be payable in 3 equal instalments paid on completion of the 1<sup>st</sup>, 13<sup>th</sup> and 25<sup>th</sup> month of employment.

The payment of recruitment incentive amounts will cease automatically on the employee terminating their contract.

Recruitment incentives are repayable should an employee resign within two years of appointment. The amount repayable will be calculated on the basis of the number of weeks from the effective date of resignation to completion of two years of employment, or end of a limited term appointment, whichever is the earlier, divided by the total number of weeks in the period less any amount of the recruitment which has not been paid at the date of leaving. Repayment of the recruitment incentive may be waived at the budget holder's discretion in exceptional circumstances

### **3.2 Short-term contracts**

In the case of staff recruited to limited term contract posts where a recruitment incentive has been agreed, the incentive amount will be awarded on a pro-rata basis ie: if a total of £3,000 has been agreed, but the post is for limited term two year contract, a £2,000 payment would apply, payable in two instalments at the end of the 1<sup>st</sup> and 13<sup>th</sup> months of employment. However, if the post is subsequently extended, a further payment of £1,000 will be made at the end of the 25<sup>th</sup> month of employment.

If a short-term contract which attracts a recruitment incentive is subsequently extended, it will be the responsibility of the manager to advise payroll if an additional payment should be made when arranging the extension.

### **3.3 Movement of post**

If a staff member appointed to a post which attracted the recruitment incentive moves to a different post within the Department to which no recruitment incentive is attached, no further payments will be made.

If a staff member moves from one post which attracted the recruitment incentive to another which also attracts an incentive, the initial start date would remain with the final payment being made on the 25<sup>th</sup> month from original start date.

### **3.4. Monitoring**

Payroll will make payments to timescales authorised by management. Any potential recovery of payments should be advised to OHR on termination of the contract.

### **3.5 Repayment of Expenses**

The Department will require employees to repay relocation expenses and recruitment incentive payments, should they leave employment within two years of the appointment which gave rise to the payments, on a pro-rata basis.

In exceptional unforeseen circumstances the Department may waive this requirement e.g. early termination of a Contract of Employment by the employee as a result of extreme personal circumstances. (Refer to Form REL5 – Undertaking to repay relocation expenses).

## **Section 4: Housing Assistance**

The Department offers financial assistance to staff relocating to the Isle of Man where they find their accommodation costs to be higher for a similar standard of property than those paid prior to their move.

Applications for housing assistance will only be considered if removal expenses have been paid and the contract is for two years or longer.

Employees may not claim housing assistance if their spouse or partner is pending receipt of or has already received expenses from another Government department.

Authorisation for this must be included on Form REL1 "Removal Expenses, Housing Assistance and Recruitment Incentive Authorisation".

### **4.1 Eligibility for Housing Assistance**

Housing assistance is granted in recognition that employees may be subjected to higher accommodation costs in the Isle of Man. Therefore, evidence should be provided in the form of a UK rental agreement or UK mortgage documentation from the employee's most current UK accommodation. The amount payable in housing assistance will be the difference in mortgage/rental payments paid up to a maximum of £250 per month. Housing assistance will not be granted without the submission of the required documentation.

Housing assistance will only be paid when a valid rental agreement or mortgage has been authorised by the relevant Line Manager. If a rental agreement is for six months, housing assistance will only be paid for this timescale. Any further application for a consecutive rental period must be made in the same way, within the maximum period of 24 months from commencement of employment.

### **4.2 Timescale**

Staff eligible to receive housing assistance may apply on commencement of employment. There is a maximum entitlement to housing assistance of 24 months from commencement of employment, reduced pro-rata from the time of application. Claims for housing assistance must be for consecutive periods, there is no facility to break and then recommence or re-apply for assistance.

### **4.3 Provisions**

Employees must not sub-let their accommodation whilst in receipt of housing assistance.



If an employee is in shared accommodation, the amount of housing assistance payable to them will be the difference between their accommodation costs prior to relocating and their share of the rental for the Isle of Man property. This will not exceed £250 per month.

Any change of address and/or change to housing costs must be advised to the Line Manager.

#### **4.4 Treatment of Housing Assistance Payments**

Any payments made for housing assistance will be made on a monthly basis alongside monthly salary payments for a maximum of two years from commencement of employment.

#### **4.5 Records of Housing Assistance Payments**

Payroll will keep a full record of all housing assistance payments made, including details relating to the initial and any subsequent assessments, in line with Financial Regulations.

#### **4.6 Review**

An employee who is receiving financial assistance in the form of Housing Assistance will be required to sign a declaration confirming the actual costs involved and agreeing to notify the Department of any changes in circumstances (See Form 4 "Housing Assistance Claim Form"). Failure to provide timely notification of changes may lead to the withdrawal of assistance.

#### **4.7. Falsification of claims**

Claims for housing assistance made with the intention of defrauding the Department involving public monies will be investigated and pursued in compliance with the Isle of Man Government Financial Regulation, issued by the Treasury.

#### 4.8 Authority to Approve

Authority to approve payment of a recruitment incentive and exceptional removal expenses is delegated by the Accounting Officer to Directors, for all staff within their respective areas of responsibility.

## DEPARTMENT OF HEALTH AND SOCIAL CARE

<b>Note:</b>	THIS FORM <b>MUST</b> BE COMPLETED AND AUTHORISED BY THE BUDGET HOLDER <b>PRIOR</b> TO THE POST BEING ADVERTISED. PLEASE REFER TO THE RELOCATION POLICY FOR ELIGIBILITY CRITERIA.
<b>Post Title:</b>	
<b>Post Location:</b>	

### 1. AUTHORISATION FOR REMOVAL EXPENSES

I confirm this post is eligible for reimbursement of removal expenses? YES  NO

I confirm this appointment is for a period of less than 12 months?  
*(Staff appointed for a term of 12 months or less may be reimbursed to a maximum of £1,000 inclusive of VAT)* YES  NO

I confirm this appointment is for a period of more than 12 months?  
*(Staff appointed for a term of 12 months or more may be reimbursed to a maximum of £7,000 inclusive of VAT)* YES  NO

I understand that the maximum amount available for reimbursement of removal expenses is not to exceed £7,000 inclusive of VAT and that all claims must be accompanied by bona fide receipts which I will verify and forward to Payroll for processing.

I understand that reimbursement of removal expenses will not be made to staff where a claim is submitted outside the period of 12 months from start date.

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### 2. AUTHORISATION FOR HOUSING ASSISTANCE

Is this post eligible for Housing Assistance YES  NO

I confirm that this post is for a period of two years or longer and I understand housing assistance is available to a maximum of £250 per month for a maximum period of two years.

I further confirm that I will verify the rental agreement/book or mortgage evidence submitted by the employee as evidence before forwarding to payroll with Form REL4.

## DEPARTMENT OF HEALTH & SOCIAL CARE

This form must be completed at/immediately following interview and before the candidate takes up post.

Notes:

Section 2.2 of the Relocation Policy states:

*“In the case of exceptional circumstances, and only on the recommendation of one of the Authorising Managers as shown in the table at Appendix 1, an alternative maximum not exceeding £9,000 inclusive of VAT may be recommended for authorisation by the Chief Executive.*

*Exceptions will only be approved in cases where difficulty has been experienced in recruiting to specific posts defined as ‘hard to recruit’ or the recruit is relocating from further afield than the British Isles.”*

<b>Name of Employee:</b>	
<b>Job Title:</b>	
<b>Location of post:</b>	
<b>Rationale: (give reasons for this request, including if relevant, country relocating from)</b>	
<b>Alternative maximum sum requested:</b>	£
<b>Date of interview:</b>	
<b>Anticipated start date:</b>	
<b>Recommended by: Authorising Manager – Print Name</b>	
<b>Authorising Manager – Signature</b>	
<b>Authorising Manager – Job Title</b>	
<b>Authorised by: Chief Executive or delegate</b>	

**ONCE COMPLETED FORWARD TO PAYROLL**

**DEPARTMENT OF HEALTH & SOCIAL CARE**

**1. PERSONAL DETAILS**

<b>Name of employee:</b>	
<b>Job Title:</b>	
<b>Location of Post:</b>	
<b>Date of Appointment:</b>	
<b>Payroll number:</b>	

**2. REQUEST / AUTHORISATION**

I certify that a Recruitment Incentive of £3,000 can be made in this case.

<b>Relocation GL Code:</b>	25020199
<b>Cost Centre Code:</b>	
<b>Budget holder:</b>	<b>Name:</b>
	<b>Signature:</b>
	<b>Title:</b>
	<b>Date:</b>
<b>Authorising Manager:</b>	<b>Name:</b>
	<b>Signature:</b>
	<b>Title:</b>
	<b>Date:</b>

**3. PAYMENT STAGES – TO BE COMPLETED AND MONITORED BY PAYROLL**

Payment of Recruitment Incentive amounts will be made in three equal stages, on completion of the 1<sup>st</sup>, 13<sup>th</sup> and 25<sup>th</sup> months of employment. These payments will be subject to Tax and NI deductions.

<b>First instalment to be paid on:</b>	
<b>Second instalment to be paid on:</b>	
<b>Third instalment to be paid on:</b>	

Notes:

- A recruitment incentive may be agreed with the Authorising Manager as set out in the table at Appendix 1 prior to the advertising stage. This will apply where a post has been defined as 'hard to recruit to' and that additional funding is available.
- A recruitment incentive will only apply to posts that fit the criteria for payment of removal expenses (as set out at Section 3 of the Relocation Policy).
- Once this form is completed it should be forwarded to Payroll.



**DEPARTMENT OF HEALTH & SOCIAL CARE**

**1. PART ONE: For completion by employee (please ensure declaration overleaf is completed)**

<b>Name of employee:</b>	
<b>Job Title:</b>	
<b>Location of Post:</b>	
<b>Date of Appointment:</b>	
<b>Payroll number:</b>	
<b>Isle of Man address</b>	
<b>Type of occupancy (delete as appropriate)</b>	RENTED / OWNED
<b>Monthly payment</b>	RENT / MORTGAGE £ (exclusive of rates etc)
<b>Date occupation of IOM property commenced</b>	
<b>Documentation attached (delete as appropriate)</b>	<b>Isle of Man:</b> Mortgage details/ rental agreement/bank statements  <b>Previous:</b> Mortgage details/ rental agreement/bank statements
<b>Employee Declaration:</b>	
<p>I confirm that I have read and understood Section 4 of the Policy and agree to abide by the terms therein. I confirm that the information and documentation I have provided in support of my application is true and correct. I understand that, should any of the details change which may affect the amount of assistance being paid (or change of address), I must inform my Line Manager within five working days and that failure to do so may result in the assistance being permanently withdrawn and any overpayment being fully recoverable. I confirm that my spouse or partner is not pending receipt of or has not already received expenses from another Government Department.</p> <p>I understand that claims for Housing Assistance made with the intention of defrauding the Department will be considered Gross Misconduct and that disciplinary action will be taken using the appropriate disciplinary procedure.</p>	
<b>Signed:</b>	
<b>Date:</b>	

**DEPARTMENT OF HEALTH & SOCIAL CARE**

**For completion by employee**

**Employee Declaration:**

In accordance with the Isle of Man Government DHSC Relocation Policy Section 3.5, I hereby acknowledge that, as a condition of receiving payment of relocation expenses, if I leave the service of the DHSC within a period of two years, a recovery of expenses paid will be made from my salary proportionate to the unexpired period.

**Signed (Employee):**

**Department:**

**Date:**

**ON COMPLETION FORWARD TO PAYROLL DEPARTMENT**



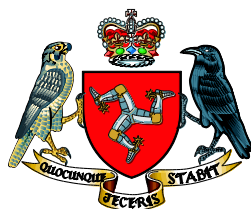


The information in this booklet can be provided in large print or audio format upon request.

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