

Relocation Directive

May 2024

Overview

This Directive is available to provide financial assistance to prospective employees who do not already live in the Bailiwick of Guernsey and for whom relocation to the Bailiwick is necessary following acceptance of an offer of employment with the States of Guernsey.



States of
Guernsey

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1. Introduction

- 1.1 This Directive forms part of The States of Guernsey (SOG) Staff Handbooks (which are published on Livewire, Connect ED and the HSC Policy Portal).
- 1.2 The Allowances and Grants in this Relocation Directive (“the Directive”) are offered to assist prospective employees for whom it is necessary to relocate to the Bailiwick of Guernsey following acceptance of an offer of employment with the States of Guernsey (as States of Guernsey employees) and who do not already live in the Bailiwick. The Directive is intended to support recruitment and retention of skills and talent to the service of the States of Guernsey.
- 1.3 Any person accepting an offer of an employment contract on a full-time basis to a role that would qualify for a Long Term Employment Permit, and who might reasonably be expected to reside in the Bailiwick of Guernsey to carry out the duties of their job, may apply for a contribution towards relocation expenses if their home is outside of Guernsey immediately prior to taking up the appointment.
- 1.4 Applications for Allowances and Grants should only be submitted where the conditions set out within the Directive are met.
- 1.5 The States of Guernsey retains absolute discretion in respect of any applications submitted further to this Directive.
- 1.6 The States of Guernsey retains absolute discretion to amend the amount offered in respect of any of the Allowances and Grants included in this Directive, or the frequency or duration of which they are paid. However, applications will be considered by reference to the version of this Directive in use at the time an offer of employment is made.
- 1.7 Appropriate Income Tax and Social Insurance contributions will be deducted at source from any payments made further to this Directive.

2. Application

- 2.1 Where a post has been advertised outside of the Bailiwick to attract skills and talent for particular roles or service areas, prospective employees may need to relocate to the Bailiwick of Guernsey. This Directive applies in such circumstances.

- 2.2 Applications for Relocation Allowance, Additional Relocation Allowance or House Purchase Grant are considered per Household. For example, if two or more persons from the same Household are offered employment by the States of Guernsey then any approved Relocation Allowances or Grants will only be paid once.

3. Interview Costs

- 3.1 Whether the costs of attending interview are reimbursed by the States of Guernsey depends on the nature of the role being recruited to, whether it has been advertised outside of the Bailiwick and whether a candidate is attending at the States of Guernsey's request from outside of the Bailiwick.
- 3.2 Where reimbursement of the costs of attending interview may apply, (generally at the final stage of the recruitment process), the States of Guernsey will generally pay an amount equivalent to approved costs of travel to and from the Bailiwick for the candidate to attend interview.
- 3.3 Approval will usually be given for an amount equivalent to a return trip within the same day where that is reasonably possible. However, where the States of Guernsey considers it reasonably necessary for an interviewee to return on a subsequent day, approval may be given for reasonable accommodation costs. Beyond that, any further costs are to be borne by the interviewee.

4. Relocation Allowance

- 4.1 Relocation Allowance is intended to assist an employee towards meeting financial costs of relocating their household to the Bailiwick of Guernsey. Where eligible, an employee may receive a contribution of £5,000 towards costs of relocation to the Bailiwick (£6,600 if relocating to Alderney).
- 4.2 The payment will be made once all pre-employment checks and security procedures have been completed. A BACS transfer will be arranged upon receipt of a completed and signed Appendix 2, Indemnity Form (written agreement to repay all or part of the contribution if the employee does not complete sufficient service) and signed contract. A copy of the top of a bank statement or paying-in slip showing the account number will also be required for cross referencing. However, the States of Guernsey reserves the right to set other such triggering events for payment as may seem prudent in the particular circumstances such as, for example, after any appropriate visas have been obtained.

- 4.3 This payment will only be available to employees appointed on permanent contracts or on a fixed term contract of 12 months or over.
- 4.4 Payments are only made in respect of contracts of employment and not in respect of contracts for services (non-employee contractors).
- 4.5 Employees engaged on contracts of 12 months or less may be eligible for a single payment of £1,400 as a contribution towards the costs of travel and transporting personal effects.
- 4.6 Should an employee be subsequently offered a longer-term contract, then a further payment limited to £3,600 may be available (or £5,200 if they have relocated to Alderney), subject to approval by the States of Guernsey.
- 4.7 Employees may wish to consider taking out appropriate insurance (including marine) to cover their possessions in transit.

5. Employees Occupying States of Guernsey Accommodation or Returning Locally Qualified Residents who will be Living in Accommodation as Part of a Household

- 5.1 Where an employee will be residing in accommodation provided by the States of Guernsey or will be living in accommodation as part of a household (normally family members), assistance towards both transportation of personal effects and travel expenses is limited to £500 in total.
- 5.2 Employees who move to private sector accommodation within a 4 year period may apply for the balance of the Relocation Allowance, i.e. £4,500 (or £6,100 if they have relocated to Alderney).
- 5.3 In addition, employees who later move into private sector rental accommodation may apply for Additional Relocation Allowance (see section 7 below). If an application is accepted, the amount of, and payment period for, such allowance will be reduced by the corresponding amount of time already spent in accommodation provided by the States of Guernsey or as part of a household.

6. Storage of Furniture

6.1 Following relocation to the Bailiwick, the States of Guernsey will consider contributing towards an employee's reasonable storage costs within the Bailiwick while the employee is occupying temporary accommodation for a period of up to six months. Such contribution will be subject to a maximum rate of £50 per week provided that:

- a. The States of Guernsey is satisfied that it is reasonably necessary to store such possessions; and
- b. Prior to employment the employee submits quotations from two recognised storage companies to the States of Guernsey for consideration.

7. Additional Relocation Allowance

7.1 The States of Guernsey recognises that the Bailiwick economy differs from other economies. As a result, the States of Guernsey will consider providing a degree of financial assistance to support relocating employees towards adjustment to the Bailiwick economy. Any such assistance may be provided through Additional Relocation Allowance, Mortgage Support Allowance, or a House Purchase Grant (see below). Additional Relocation Allowance will be equal to the amount of rent 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.

7.2 Income Tax and Social Insurance contributions will be deducted from Additional Relocation Allowance payments.

7.3 As each lease is specific to an individual, it is not possible to provide a guide to values for every circumstance, however the following details may be helpful:

To calculate the amount of Additional Relocation Allowance received, first calculate the total weekly rent payable:

$$\frac{\text{Monthly rent} \times 12}{52} \quad \text{OR} \quad \frac{\text{Annual rent}}{52} = \text{Weekly rent}$$

From this weekly rent figure, deduct the qualifying rental charge (currently £185.00). The balance is then used to calculate the Additional Relocation Allowance payable.

Example 1: 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. Subtract the minimum qualifying rental charge (£185.00), the balance of £45.77 per week is then payable in Additional Relocation 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 Additional Relocation Allowance.

- 7.4 Where two or more employees opt to share a property the Additional Relocation Allowance will be paid to one employee only and the employer will have no involvement in how the level of payment is decided between the employees.
- 7.5 Other than Relocation Allowance and Additional Relocation Allowance, the States of Guernsey does not offer any further assistance in respect of deposits for accommodation or similar costs.

8. Mortgage Support Allowance

- 8.1 The States of Guernsey may be prepared to pay Mortgage Support Allowance equivalent of the mortgage payments on a property owned by the employee outside of Guernsey, up to a maximum of £154 per week. Payment of Mortgage Support Allowance is entirely at the discretion of the States of Guernsey but will generally only be paid whilst a primary residence outside of the Bailiwick remains unsold but is being actively marketed at a reasonable market rate. To be eligible for Mortgage Support Allowance, an employee must be in receipt of Additional Relocation Allowance.
- 8.2 Mortgage Support Allowance will end at the sale of the property, or 12 months after the date of relocation to the Bailiwick, whichever is sooner.
- 8.3 A claim for Mortgage Support Allowance will only be considered after the States of Guernsey has received documentary evidence and a declaration by the employee of the following:
 - a) The monthly amount of ongoing mortgage payments in respect of an employee's former primary residence outside of the Bailiwick
 - b) Written confirmation from a recognised estate agent that the property is

being actively marketed at reasonable market rates

- c) Declaration by the employee that they are not receiving a rental income in respect of that property.

8.4 Income Tax and Social Insurance contributions will be deducted from Mortgage Support Allowance payments.

9. House Purchase Grant

9.1 The States of Guernsey may be prepared to pay a House Purchase Grant to an employee who has sold, or is selling, a primary residential property outside of Guernsey to take up employment and who purchases a property in the Bailiwick.

9.2 If the eligibility conditions are met and payment of the House Purchase Grant approved, the Grant will be paid at an appropriate point during the purchase of a dwelling in the Bailiwick of Guernsey.

9.3 The House Purchase Grant is a lump sum of £8,750 and which will not be subject to the usual statutory levies.

9.4 Approval of payment of the House Purchase Grant is conditional upon the following:

- a. Provision of documentary evidence of the purchase of a residential property in the Bailiwick of Guernsey which the employee intends to occupy as their primary residence; and
- b. Provision by the employee of a written undertaking to repay a proportion of the House Purchase Grant if the employee does not complete the Requisite Period of service, for any reason.

10. Repayment of Allowances and Grants Paid Further to this Directive

10.1 An employee who has received relocation allowance and/or House Purchase grant, will be required to repay a diminishing proportion of any payments made, should their employment end, for whatever reason, during:

- a. the initial three years of service in a permanent contract, or
- b. at any point during a fixed term contract (unless otherwise stated in the fixed term contract).

10.2 An employee who has received a Returning to the Bailiwick Allowance will be

required to repay a diminishing proportion of this, should their employment end, for whatever reason, as follows:

- a. In permanent contracts the Requisite Period is 12 months.
- b. In Fixed Term contracts of 12 months or less the Requisite Period is the term of the contract.

Employees will usually be required to give a written undertaking to this effect but obligation to repay is not dependent upon such an undertaking having been given.

- 10.3 The States of Guernsey reserves the right to recover any amount owing further to this section of the Directive from any monies owed by the States of Guernsey to the employee.

11. Further Support

- 11.1 Applications for Allowances and Grants further to this Directive should be submitted to HR.

- 11.2 Any request which falls outside the provisions of this Directive for any reason should be referred to HR for consideration.

12. Directive Review

- 12.1 This Directive will be reviewed annually from the date indicated on the front cover or as may be otherwise appropriate.

Glossary of Terms

Additional Relocation Allowance	Monthly incremental payments of a lump sum offered following relocation to the Bailiwick to commence employment with the States of Guernsey.
Allowances & Grants	The collective term for the Additional Relocation Allowance, House Purchase Grant, Mortgage Support Allowance, Relocation Allowance and Returning to the Bailiwick Allowance.
Bailiwick of Guernsey	Jurisdiction that includes, Guernsey, Alderney, Herm and Jethou.
Employee	A person employed by the States of Guernsey on a contract of employment. Agency workers are not employees.
Household	All persons living together as a common unit.
House Purchase Grant	Assistance with the costs of buying a property in the Bailiwick further to relocation to the Bailiwick to take up employment with the States of Guernsey
Mortgage Support Allowance	Financial support for employees who have yet to sell a primary residence that they own outside of the Bailiwick of Guernsey, and which they have occupied as their principal residence immediately prior to taking up appointment with the States of Guernsey, and in respect of which they receive no income but remain liable for mortgage payments on that property.
Relocation Allowance	Contribution by the States of Guernsey (as the States of Guernsey) towards the costs of relocating to the Bailiwick.
Requisite Period	The amount of service that must be completed before an employee no longer remains liable to repay any portion of Relocation Allowance, Additional Relocation Allowance or House Purchase Grant.
Returning to the Bailiwick Allowance	A one-off lump sum of £500 offered by way of contribution towards the travel and transit costs of returning to the Bailiwick to take up employment with the States of Guernsey.
States of Guernsey	In its capacity as employing organisation.