

FLEXIBLE RELOCATION PACKAGE

(Applies to all new non-temporary employees who have been appointed to nationally advertised posts and are required to relocate from the UK mainland)

Hjaltland Housing Association Ltd, recognising the particular problems that can be associated in relocating from mainland UK, is committed to assisting you, as a new employee of this Association, in your move to Shetland. In this respect, the Association will provide the following list of options for you to consider, and will seek to allow you the opportunity, as far as possible, to tailor the relocation package to meet your own particular situation.

It is important to note that, although the makeup of the relocation package will be determined by you, **the total cost of the package must not exceed £8,000 (including VAT)**. Also, all expenditure must be necessarily and actually incurred, and claims submitted.

The following list of options is available to you:

1. Travel Costs

The Association will pay the cost of a standard rate direct journey between your home and Shetland. (provided your home is located in the UK) If you are relocating from another country, you may claim the cost of the journey between the UK mainland and Shetland. This is payable for you, your partner and any dependent family members living with you.

It will be for you to decide the method of travel between the mainland and Shetland. However, if you choose the ferry, you may also claim the ferry fare for one car as part of these travel costs.

If travelling by air on any part of your journey, standard rate fares only will be claimable i.e. First Class fares will not be paid.

2. Removal Costs

(Note: these costs are only payable to employees with contracts which are due to last for at least 2 years)

The Association will pay the lower of two quotes for the removal of household effects from the UK mainland to Shetland. One of the quotes must be from a Shetland-based removal company.

Removal costs must be claimed within 2 years of the date you relocate to Shetland.

3. Storage Costs

You may claim storage costs for up to 2 years from the date you relocate to Shetland.

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4. Legal Costs

(Note: these costs are not payable to employees who have been appointed on a temporary basis)

The Association will reimburse you for the legal costs of selling your property on the mainland and buying a home in Shetland. These costs must be claimed within 2 years of the date you relocate to Shetland.

5. Accommodation

Temporary Private Accommodation Allowance

You may wish to claim the temporary private accommodation allowance to give you an opportunity to find more permanent accommodation. This comprises:

- (i) up to £145.11 per week (for a single person or if your partner is residing in the accommodation with you)

an additional flat rate of £48.37 per week if your children are residing in the accommodation with you, regardless of number of children.

or

- (ii) the actual cost incurred for your temporary private accommodation, **whichever is lower.**

This allowance is available for up to 52 weeks from the date you relocate to Shetland.

The payment of the temporary private accommodation allowance will stop should any of the following circumstances occur;

- (a) You take up a tenancy from Shetland Islands Council or Hjaltland Housing Association Ltd;
- (b) You take possession of a property you have bought in Shetland;
- (c) The total cost of your relocation package exceeds £8,000 (incl. VAT);
- (d) After 26 weeks, if none of the above.

6. Repayment of Relocation Costs

The Association will reclaim the cost of any assistance provided under this package if an employee on a non-temporary contract leaves the Association's employment within

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a period of two years from the date of taking up their post. Reimbursement will be reduced on the following sliding scale to reflect the benefit obtained by the Association from the employee's service:

Leaving within	6 months = 100% of relocation expenses claimed
	12 months = 75% of relocation expenses claimed
	18 months = 50% of relocation expenses claimed
	24 months = 25% of relocation expenses claimed

The repayment of relocation costs will be the responsibility of your Head of Service, in conjunction with the Finance Section.

You should be aware of the amount being spent on each of the options you have chosen for your relocation package, to ensure that you do not exceed the £8,000 maximum. However, the monitoring of relocation expenditure will be carried out by the Finance Section, upon submission of claim forms and relevant accompanying invoices.