

INTERNAL ONLY
ISLHD BUSINESS RULE
COVER SHEET



Health
 Illawarra Shoalhaven
 Local Health District

NAME OF DOCUMENT	Reimbursement of Relocation Expenses
TYPE OF DOCUMENT	Business Rule
DOCUMENT NUMBER	ISLHD CORP BR 04
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EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Executive Director Finance, Workforce, Corporate & Strategic Improvement
AUTHOR	Workforce Support Coordinator
KEY TERMS	Relocation expenses, reimbursement
FUNCTIONAL GROUP OR HUB	Workforce
NSQHS STANDARD	Standard 1
SUMMARY	To provide a business rule for staff and management setting out the process for claiming reimbursement of relocation expenses within ISLHD.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

Feedback about this document can be sent to ISLHD-CorporateGovernance@health.nsw.gov.au

Reimbursement of Relocation Expenses

ISLHD CORP BR 04

ILLAWARRA SHOALHAVEN LOCAL HEALTH DISTRICT (ISLHD) BUSINESS RULE

Name	Reimbursement of Relocation Expenses
What it is	A Business Rule setting out the criteria and approval process for staff claiming reimbursement of relocation expenses.
What it is not	A replacement of industrial awards and instruments.
Who it applies to	<p>Appointments to Senior Executive (HSSE) and critical specialised positions where:</p> <ul style="list-style-type: none"> ▪ The candidate is deemed 'outstanding' in that they are the best candidate in the recruitment field and their expertise/experience justifies relocation support. ▪ The candidate is to be employed in a location other than where they currently reside and it would be unreasonable without support to require the candidate to relocate.
What to do	<p>Health Service Senior Executives & Health Managers</p> <ol style="list-style-type: none"> 1. Hiring Manager to request pre-approval from the Chief Executive for a relocation expenses package. 2. Hiring Manager to discuss expense package, up to \$25,000 with candidate prior to commencement with ISLHD. Expense packages will typically include: <ul style="list-style-type: none"> • pre-hire attraction assistance • post-hire moving expenses • post-hire commuting • post-hire relocation support. 3. Candidate to seek advice from ISLHD tax unit to determine the Fringe Benefit Tax implications of the type of expenses being reimbursed for the prospective employee. 4. Details of the expenses package to be specified in the letter of offer of employment.

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	<p>5. Candidate to submit official receipts to the hiring manager verifying allowable expenses incurred within 12 months of commencement.</p> <p>6. Reimbursement can only be approved by the Chief Executive.</p> <ul style="list-style-type: none"> • <i>For Health Managers employed under the Health Managers (State) Award, benefits must be in accordance with Clause 39 of the Health Employees Conditions of Employment (State) Award 2018.</i> • <i>For Health Service Senior Executives, benefits must also be accordance with PD2017_29 NSW Health Service Senior Executive Framework.</i> <p>All other staff For other classifications across NSW Health, the process requires seeking a Ministry of Health determination, on a case-by-case basis, in line with <i>PD2014_006 Non-Standard Remuneration or Conditions of Employment</i>.</p> <p>Support from the Chief Executive must be granted prior to seeking such a determination from the Ministry of Health.</p>
<p>When to use it</p>	<p>When there is need to agree and subsequently reimburse relocation expenses such as airfares, accommodation, transport, furniture removalists or any other incidental relocation costs.</p>
<p>Why the rule is necessary</p>	<p>To ensure that there is a standardised approached to the process for application and approval for the reimbursement of relocation expenses with ISLHD.</p>
<p>Who is responsible</p>	<ul style="list-style-type: none"> • Chief Executive • Health Service Senior Executives • Staff employed under the Health Managers (State) Award • All other staff

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Reference	<ul style="list-style-type: none">• PD2014_006 Non-Standard Remuneration or Conditions of Employment• Public Service Commission – NSW Government Sector Executive Relocation Expenses Framework• Health Managers (State) Award• PD2017_029 NSW Health Service Senior Executive Framework
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Revision & Approval History

Date	Revision No.	Author and Approval
September 2018	0	Workforce Support Coordinator
October 2018	0	Approved by Executive Director Finance Workforce, Corporate & Strategic Improvement