



Les Quennevais School

Learning to be your best - through excellence and enjoyment



Relocation to Jersey

ADVICE & GUIDANCE

www.lesquennevais.sch.je

RELOCATING TO JERSEY

The aim of this document is to give you an insight into how to plan your relocation to Jersey with the least possible amount of stress!

When you come to interview at Les Quennevais School, we will answer as many questions as we can regarding moving to Jersey. Where we don't have the answer, we will put you in touch with someone who does or get back to you later with the information.

When you accept a teaching position in Jersey, you become "licenced" which entitles you to rent or buy property in Jersey, as an essential employee in the Island and as such, you are entitled to assistance with the expense of relocating.

The following pages give details on what help is available to you from the Government of Jersey to assist with a move.



INTERVIEW EXPENSES

Candidates will be reimbursed with all reasonable expenses incurred in attending interview. Where possible transport should be by public transport and receipts for expenditure should be provided to the employing department. These expenses will not be included in the relocation expenses limit and will not be subject to repayment should the employee not accept an offer of employment or fail to remain for the duration of the contract period.

RELOCATION EXPENSES

- Expenses incurred in the employee's relocation to the Island will be paid up to a maximum limit of £8,000.
- This amount will include reimbursement for all expenses incurred in relocating to Jersey. A schedule of allowable expenses is detailed in Appendix 1. Receipts for all expenditure must be provided to the employing department.
- In no case will the relocation expenses exceed expenses actually incurred, and the total expenses granted will not exceed £8,000. Relocation expenses must be claimed within one year of taking up appointment. However, the Chief Executive of the employing department will have discretion to extend this period depending on the individual circumstances.
- The Chief Executive will retain the discretion to extend the maximum limit of the relocation expenses where an employee has been recruited from a location outside of the United Kingdom.
- Only one set of relocation expenses will be payable in respect of each household even if the employee's spouse or partner is also taking up employment with the States of Jersey in a post which is also eligible for the receipt of relocation expenses.

FORMAL AGREEMENT

- A formal agreement must be signed before any relocation expenses are paid to the employee.
- This agreement will specify that any monies paid to the employee as reimbursement of expenses incurred in their relocation to Jersey will be reclaimed if the employee resigns or is dismissed (other than by way of compulsory redundancy) from his/her employment prior to the termination date of any fixed term contract or within five years of commencing permanent employment. Repayment will be on a sliding scale depending on the proportion of the contract period completed. For example:-

% OF CONTRACT COMPLETED	% OF REPAYMENT
Less than 20%	100%
20%	80%
40%	60%
60%	40%
80%	20%
100%	0%

REMOVAL COSTS

- Expenses concerned in transport and removal of personal property from Jersey will be granted subject to the following conditions.
- An employee appointed on a non-permanent ‘Licensed’ category contract, will be eligible for an allowance to meet the cost of removal back to the United Kingdom at the end of the contract period, subject to evidence that no part of the cost is being met by any potential new employer. Departments will retain the discretion to reimburse costs of transport and furniture removal to alternative destinations outside of the United Kingdom.
- The cost of transport and furniture removals to the United Kingdom will be met on a proportional basis depending on the percentage of the Contract period completed. Receipted accounts will be required. For example:-

After completion of:

% OF CONTRACT COMPLETED	% OF REIMBURSEMENT
Less than 20%	100%
20%	80%
40%	60%
60%	40%
80%	20%
100%	0%

LEGAL EXPENSES ON SALE OF UK PROPERTY

Employees who are eligible for relocation expenses may claim legal costs in relation to the sale of their home in the United Kingdom up to a maximum of £1,100. Receipted accounts will be required. Legal Expenses are included in the overall relocation expenses, and together with other expenses claimed, will be subject to a maximum limit of £8,000.

RESIDENTIALLY QUALIFIED STAFF APPOINTED TO “ESSENTIAL POSTS”

- Residentially qualified persons who are recruited to “essential” posts from outside of the Island, should be reimbursed with the costs associated with their relocation to the Island, up to a maximum limit of £8,000.
- Essential posts are those posts which have been granted ‘Licensed’ category status by the Housing Department.
- This amount will include reimbursement for expenses directly incurred in relocating to Jersey as defined in the schedule attached at Appendix 1. Receipts for all expenditure must be provided to the employing department.
- In no case will the relocation expenses exceed expenses actually incurred, and the total expenses granted exceed £8,000. Relocation expenses must be claimed within one year of taking up appointment. However, the Chief Executive of the employing department will have discretion to extend this period, depending on the individual circumstances.
- The Chief Executive will retain the discretion to extend the maximum limit of the relocation expenses where an employee has been recruited from a location outside of the United Kingdom.
- A formal agreement must be signed before any relocation expenses are paid to the employee.

APPENDIX 1

RELOCATION ALLOWANCES FOR STAFF RECRUITED FROM OUTSIDE OF THE ISLAND TO “J” CATEGORY CIVIL SERVICE POSTS IN JERSEY

1. SCOPE

- 1.1 The primary aim of the States of Jersey Relocation Allowance Scheme is to assist employees with the costs incurred in taking up appointment to an “essential” post in Jersey.
- 1.2 Essential posts are those posts which have been granted “J” category status by the Population Office

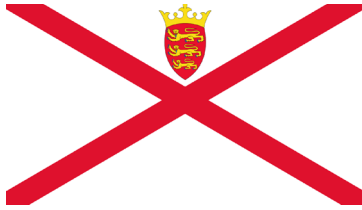
2. CONDITIONS

- 2.1 Relocation expenses incurred by those recruited from outside of the Island to “essential” posts will be reimbursed in accordance with this schedule providing in all cases that:
 - The reason for moving is to take up an appointment with the States of Jersey.
 - The removal takes place within 12 months of taking up the appointment.
 - The employee signs a formal agreement to undertake to repay any monies paid in respect of a relocation allowance if the employee resigns or is dismissed (other than by way of compulsory redundancy) from his/her employment with the States of Jersey prior to the end of any fixed term contract or within 5 years of commencing permanent employment.
 - Receipts, as proof of expenditure are provided to the employing department.
- 2.2 In no case will the relocation expenses exceed expenses actually incurred, and the total expenses granted exceed £8,000.
- 2.3 Relocation expenses must be claimed within one year of taking up appointment, however the Chief Executive of the employing department will have discretion to extend this period depending on the individual circumstances.
- 2.4 The Chief Executive will retain the discretion to extend the maximum limit of the relocation expenses where an employee has been recruited from a location outside of the United Kingdom.
- 2.5 Only one set of relocation expenses will be payable in respect of each household even if the employee’s spouse or partner is also taking up employment with the States of Jersey in a post which is also eligible for the receipt of relocation expenses.

3. ALLOWABLE RELOCATION EXPENSES (MAXIMUM PAYABLE IS £8,000)

- 3.1 **“J” category non-permanent and permanent contract employees**
 - Transport and accommodation, for the new employee and a spouse or partner and dependent children to visit Jersey to seek suitable accommodation. This will be limited to one visit of up to two nights on a bed and breakfast basis.
 - Removal and shipping of household effects and personal property, transit insurance, and storage of furniture, (based on the lowest of three quotations, one being a local firm).
 - Transport to the Island for the employee and any dependent family.

SOME INTERESTING FACTS ABOUT JERSEY



JERSEY FLAG



JERSEY COAT OF ARMS

Jersey, officially the Bailiwick of Jersey, is a Crown dependency located near the coast of Normandy, France. Jersey was part of the Duchy of Normandy, whose dukes went on to become kings of England from 1066. After Normandy was lost by the kings of England in the 13th century, and the ducal title surrendered to France, Jersey and the other Channel Islands remained attached to the English crown.

Jersey is a self-governing parliamentary democracy under a constitutional monarchy, with its own legal, financial and judicial systems and the power of self-determination. The Lieutenant Governor on the island is a personal representative of the Queen.

Jersey is not part of the United Kingdom and has an international identity separate from that of the UK, but the UK is constitutionally responsible for the defence of Jersey. Jersey is not fully part of the European Union but has a special relationship with it, notably being treated as within the European Community for the purposes of free trade in goods.

English is the main language spoken, but some people still speak “Jèrriais”, the old Norman language and the British pound is the primary currency.

The island is divided into 12 parishes: Grouville, St Brelade, St Clement, St Helier, St John, St Lawrence, St Martin, St Mary, Trinity, St Peter, St Ouen and St Saviour and each parish is presided over by an elected Connétable who deals with issues relating to civil matters.

The States Assembly is responsible for making new laws and regulations, approving the amount of public money to be spent by the States each year and approving the amount of tax to be raised. The Assembly appoints the Chief Minister and Ministers as well as chairmen and members of various committees and panels.

The Assembly debates a wide variety of policy matters which can be brought forward for debate by the Council of Ministers, by Ministers or by individual members. Members are also able to ask questions to find out information and to hold Ministers to account. There are 51 elected members of the States: 10 Senators, 12 Connétables and 29 Deputies.

