

Interview and Relocation Expenses Information

1. 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.

2. 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.

3. 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:-

After completion of :

% of Contract completed	% Repayment of by Employee
Less than 20%	100%
20%	80%
40%	60%
60%	40%
80%	20%
100%	0%

Repatriation Expenses

Repatriation expenses do not form part of the relocation expense allowance and are not subject to a maximum limit.

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 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	% Reimbursement of by Employee
Less than 20%	0%
20%	20%
40%	40%
60%	60%
80%	80%
100%	100%

Interview expenses:

Employees seeking alternative employment in the United Kingdom within the final 6 months of their contract period should be reimbursed expenses incurred in transportation costs to attend interviews in the U.K. This should be limited to the cost of transport to a point of entry into the U.K for no more than three interviews, and to the difference between the actual costs and those reimbursed by the potential employer.

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"**Relocation Expenses**

- 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 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

Checklist for eligibility for relocation expenses

Allowance	Non-permanent Licenced	Permanent licenced employees	Residentially qualified appointed to Essential post
Maximum £8,000 relocation expenses to include the following:			
<ul style="list-style-type: none"> Legal expenses on sale of UK home up to £1100 	Yes	Yes	Yes
<ul style="list-style-type: none"> Removal and shipping of household effects, transit insurance and storage 	Yes	Yes	Yes
<ul style="list-style-type: none"> Transport to the island for the employee and dependent family 	Yes	Yes	Yes
<ul style="list-style-type: none"> Temporary accommodation fees for up to 3 months 	Yes	Yes	Yes
<ul style="list-style-type: none"> Incidental expenses connected with rental of accommodation including legal fees, alteration or replacement of curtains, fixtures and fittings 	Yes	Yes	Yes
<ul style="list-style-type: none"> Connection to mains services 	Yes	Yes	Yes
<ul style="list-style-type: none"> Other expenses incurred as a direct result of the employee's relocation to Jersey 	Yes	Yes	Yes