

RELOCATION OF NEW INTERNATIONAL APPOINTEES

GUIDELINES

September 2019



Guidelines for relocation assistance for approved International appointees.

Relocation Assistance

We are pleased to offer you relocation assistance. When your formal acceptance has been received, Massey University will advise Crown Relocations, our relocation supplier and they will contact you to commence the relocation process.

Removals

The University will meet the costs of removal of household and personal effects as follows:

- One person up to 14 cubic metres
- One person and partner up to 28 cubic metres
- One person with partner and dependent children One 6.06 metre container (20 foot)

- Household and personal effects will be moved via sea freight only.
- Six hours of unpacking assistance will be provided on arrival at the destination. Six weeks' complimentary storage is available. Additional storage (over and above the first six weeks), and any associated costs as a result of additional storage being required, including store handling fees, customs and agricultural charges are your responsibility.

Insurance

Insurance on household and personal effects is covered by the University while in transit, and for up to six weeks while in storage. One-way personal travel insurance, for you and your dependants, up to a maximum of five days, will be arranged and covered by the University.

Travel

The University will provide economy class airfares for you and your dependants through our travel agency Orbit Travel, which is co-ordinated by Crown. Dependants are eligible for assistance with travel costs, if their travel is completed within six months of your start date at Massey University, unless otherwise agreed.

Except in exceptional circumstances, travel will occur outside of the December to mid-January peak period, and will be by the most cost effective, direct and economical route.

Accommodation

The University will cover the room only cost of motel accommodation for fourteen consecutive nights. Please note that all other costs incurred during the appointee's stay at the motel will be your responsibility and will be charged directly to you upon checkout.

Additional Services

The University may offer additional services to support you and your dependents to assist you to settle into your new environment. The additional services includes, but is not limited to home search. For further information, please contact the Human Resources Department on ClientGroupAdministration@massey.ac.nz

Immigration Costs

Massey will reimburse up to NZ\$3,000, upon submission of receipts, to assist with the cost associated with assessing and obtaining a New Zealand Work Visa or Permanent Residence Visa. For reimbursement, submission of receipts must be made within twelve months of your start date at the University. A deduction in the total amount payable will be made for the cost of any immigration assessment already paid by the University.

Importing Vehicles

Transportation, clearance and customs costs will be the responsibility of the appointee. Based on previous experience, Massey strongly recommends appointees do not import their motor vehicle(s) to NZ, as the requirements to do so are very strict and may incur unforeseen costs, particularly if faults are identified. A vehicle may be deemed to be roadworthy in the country of origin, but not acceptable to NZ roads and conditions.

If there is a very good reason why the appointee wishes to import a vehicle, the appointee must fully assess and accept the risk, responsibility and costs of doing so. Please refer to the NZTA Website: <http://www.nzta.govt.nz/>

Importing Animals

Transportation, clearance, customs and agricultural costs will be your responsibility. As the NZ economy is heavily reliant on agriculture, the Ministry of Primary Industries (MPI) have strict regulations about importing animals, which must be adhered to. It is important that you are fully aware of your responsibilities and the potential impact of the regulations in relation to the animals they wish to import. MPI Website information on importing pets: <https://www.govt.nz/browse/immigration-and-visas/bringing-things-into-nz/bringing-pets-into-new-zealand/>

Recovery of Relocations Costs

This provision applies to all staff, unless their employment agreement specifically states otherwise:

Recovery of Relocation Costs: An employee who resigns or is dismissed, within three years of commencing work, or before the expiry of their fixed-term employment, will be required to repay the University a portion of the expenses of appointment calculated on a pro-rata basis. Repayment will be made by the employee prior to the termination of the employee's employment or forthwith following termination. Where such a refund is payable, the Employer may, without prejudice to its other remedies, deduct the amount of the refund, or any part of such amount then outstanding from any final payment of remuneration, including holiday pay, due to the employee. When determining whether to enforce this clause, following discussion with the employee, the Employer will take into consideration the employee's individual circumstances provided that the employee makes such circumstances known to the Employer in writing.