

LECTURERS' NEGOTIATING COMMITTEE

SCHEME IN RESPECT OF ALLOWANCES FOR LECTURERS IN INSTITUTIONS OF FURTHER EDUCATION RELOCATED TO A NEW DUTY CENTRE

1. The term "duty centre" means the college location at which a lecturer carries out the greatest proportion of his teaching duties.
2. The scheme applies to a lecturer in circumstances where the institution establishes a new duty centre for him at the college of further education where he is employed.
3. Where the institution establishes a new duty centre within the college and a lecturer has to undertake additional travel, or move house as a result, he may be entitled to claim travelling expenses and house removal expenses.

TRAVELLING EXPENSES

4. Where a lecturer incurs excess travel costs between his normal place of residence and his new duty centre, such costs shall be reimbursed by the institution at the public transport rate of mileage allowance, as set out in the scheme for the payment of travelling and subsistence expenses, for a period of up to 2 years, subject to the duration of his contract. Alternatively, when mutually agreed that daily travel would be unreasonable it shall be open to both parties to agree appropriate lodging allowances for the same period.

HOUSE REMOVAL EXPENSES

5. Where as a result of the change of duty centre a permanent full-time lecturer who is a householder would be involved in a single journey of not less than 20 additional miles from his normal place of residence, the following provisions shall apply:
 - i. where it is necessary for the lecturer to visit his area of employment to find accommodation the institution may grant
 - a. up to a maximum of 3 days' paid leave where necessary, and
 - b. actual cost of travelling by public transport or public transport rate of mileage allowance, plus subsistence allowances in respect of the lecturer and spouse if he/she accompanies him/her;
 - ii. in the event of the lecturer deciding to move his household, and following receipt of approval from the institution, which shall not be withheld unreasonably, he shall be reimbursed by the institution the following expenses where necessarily and actually incurred
 - a. costs of removal of furniture and effects from his old home to his new home, including insurance of goods in transit reimbursement to be equal to the amount of the lower of 2 competitive tenders,

- b. any cost of storage of furniture and effects for a period not exceeding one year where a permanent move cannot be made immediately - reimbursement to be equal to the amount of the lower of 2 competitive tenders;
 - iii. the lecturer must move his household nearer the duty centre within a period not exceeding 2 years from the date of transfer to the new duty centre which has been established if he is to benefit from this provision.
6. In respect of the professional fees connected with the sale and purchase of houses or any unsuccessful bona fide attempt to purchase he shall be reimbursed by the institution:
- i. the legal, house agent's and mortgage redemption fees necessarily incurred in the sale , up to approved maxima in each case;
 - ii. the legal, mortgage and survey fees necessarily incurred in the purchase, up to approved maxima in each case in the event of having sold his house and having bought another house;
 - iii. the actual advertising costs incurred up to an approved maximum where house agents or auctioneers are not engaged.

DISTURBANCE AND/OR SETTLING-IN ALLOWANCE

7. An ex-gratia payment may be paid by the institution in respect of excessive and unforeseen expenses connected with moving house.