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MUNICIPALITY | MUNISIPALITEIT | UMASIPALA

CELLULAR PHONE ALLOWANCE

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CELL PHONE ALLOWANCE POLICY

1. OBJECTIVE

Council understands and appreciates that employees and Councillors utilize their cell phones for business purposes so as for services to be delivered on a continuous basis. With the implementation of a cell phone allowance policy Council will have a universal tool to clearly define who is entitled to a cell phone allowance and how the costs will be met.

The policy will provide guidelines as to the attainment and management of the benefit of a cell phone allowance, so as to promote service delivery and ensure that services continue even when employees and Councillors are not office bound. Council will therefore pay a cell phone allowance to an employee as determined by assessing an employee individual needs and Councillors as per the Remuneration of Public Office Bearers Act 20 of 1998, section 7(3) determination of Upper Limits.

2. SCOPE

This policy covers the usage of a cell phone allowance by permanent employees and Councillors where the regular use of a cell phone is necessary to meet the requirements of the job and is applicable to any official who has received approval from the Municipal Manager, based on a recommendation from the relevant head of department, for a cellular allowance.

3. GUIDELINES

3.1 HANDSET & MAINTENANCE

Employees and Councillors who are entitled to a cell phone allowance will only receive monetary remuneration and will be expected to provide their own handset by means of a contract with a cellular service provider (i.e. Vodacom, MTN, or Cell C). Council will not be responsible to provide any handset or additions to a handset to any employee and Councillor or stakeholder covered in this policy.

Employees and Councillors are encouraged to structure their contract with the service provider in a manner which best suits the individual's needs and personal circumstances.

Recipients of a cell phone allowance must avail their cell phone numbers to their HOD and must continue to maintain the cell phone contract or air-time/pay-as you-go contract while in receipt of the allowance.

The contract should be entered into between the Employee and Councillor and Service Provider and the onus is on the employee and Councillor to ensure the monthly payment of the contract. Furthermore, the Employee and Councillor is responsible for insuring the handset against theft, loss or damage and should ensure that the mobile phone is available, at all times, for Council's use, failing which the allowance will be forfeited.

Employees must inform the Human Resources Division of any cancellation arising from theft, sale, termination of the contract, etc. by no later than the 3rd of the month following the month in which the event occurred.

An allowance will not be granted to employees without official authorization to acquire a cell phone for official use. Council will not be liable for any costs incurred without official authorization if a private contract has been obtained for official use.

3.2 PRE PAID CONTRACTS

Employees making use of a prepaid contract with a service provider are entitled to a cell phone allowance benefit. Employees on a prepaid contract should ensure that the mobile phone is always available i.e. that enough airtime is available for making and receiving business calls, failing which the allowance will be forfeited.

3.3 PROCEDURE TO BE FOLLOWED WHEN APPLYING FOR A CELL PHONE ALLOWANCE OR INCREASING AN EXISTING BENEFIT

3.3.1 NEW POSITIONS

Directors must when requesting a position to be filled, should clearly indicate on the provided portion on the "Request to fill a vacancy form" that the position will be requiring a cell phone allowance. The amount, in terms of this policy, should also be reflected. This will ensure that the cell phone allowance forms part of the employee's remuneration package.

3.3.2 EXISTING POSITIONS

In the event of an employee already being appointed and the need for a cell phone allowance arises the following procedure should be followed:

A written application, supported by a detailed motivation as to the need for a cell phone allowance, from the employee should be forwarded to the relevant Head of Department. The Head of Department will consider the application, if supported the recommendation should be forwarded to the Municipal Manager for final approval. Thereafter, the approved application must be forwarded to Human Resources Division for record purposes, from where it will be forwarded to the Finance Department so as to include the benefit on the employee's salary advice.

3.3.3 INCREASING BENEFITS

In the event of an employee continually exceeding the approved limits of the cell phone allowance provided for to him/her, as a result of their job function, a written motivation should be made to the relevant Head of Department to approve a revised limit. Again the application should be forwarded to the Municipal Manager, to Human Resources Division and Finance. In the event of increasing the cell phone allowance, proof of the exceeded amount should be provided i.e. itemized billing.

3.4 INTERNATIONAL CALLS

Officials and Councillors, travelling abroad must activate international roaming; the cost of the activation will be for the user's account. Only official international calls made by the user will be paid by Council and is subject to proof i.e. itemized billing.

4. ALLOWANCE

A Cell phone allowance is payable to an employee on a monthly basis and may be amended from time to time in terms of business related costs incurred by the individual and per approval from the relevant Head of Department and Municipal Manager.

Any increase in a cell phone allowance payable to an employee and Councillor should be within the prescriptions of this policy. The maximum amount will only be payable if sufficient evidence, from the employee, is provided and agreed to by the relevant Head of Department and Municipal Manager.

Amount

- Councillors: As per the Determination of upper limits
- Senior Managers: As per their appointment contracts (should be part of the structuring of total remuneration package)
- Managers: R 500
- All other qualifying officials: R 300

Requests for 4G cards will be based on a 3 month average usage and the allowance be calculated on the basis thereof in deserving cases and to be signed off by IT, the relevant HOD, CFO and MM, if funding is available.

4.1 4G allowance

Not more than R 300 will be allocated to an official who qualifies to receive a 4G allowance.

5. CELL PHONE USAGE WHILE DRIVING

Council is aware that in utmost circumstances, that employees and Councillors use their cell phones for business purposes while driving. Due to the recent research about the safety of cell phone usage while driving, Council prohibits employees and Councillors from using their cell phones while driving, unless the vehicle is fitted with a blue tooth device.

Council recognizes that other distractions occur while driving, however, eliminating the use of cell phones, while driving is one way to minimize the risk to employee and Councillors of accidents. Employees and Councillors are therefore required to either park the vehicle so as to safely communicate via cell phone or to request the caller for permission to contact them at a more convenient and safer time as to driving.

6. VIOLATION OF POLICY

Employees and Councillors who violate this policy may be subject to disciplinary action and may have their allowance suspended.

Approved by:



DR E M RANKWANA
MUNICIPAL MANAGER



DATE

