



# CELL PHONE ALLOWANCE POLICY

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## 1. PREAMBLE

Greater Taung Local Municipality recognizes that cellular phones are useful communication tools which are essential for service delivery and advancement in terms of recent technology. Based on this cellular phones allowance are allocated for business reasons , primarily for receiving business calls and making business calls when not located in the Office.

This policy does provide for and regulate the allocation of cellular phone allowance for employees who for operational reasons are required to make calls, be available/contactable and responsive.

## 2. DEFINITIONS

Cell phone	A portable device usually cordless telephone for use in cellular system
Allowance	An additional taxable amount paid to employee for use of personal cell phone
Service delivery	Means a critical service by employees in attendance of urgent and emergency service delivery matters.

## 3. LEGAL FRAMEWORK

- 3.1 Remuneration of Public Office Bearers Act 20 of 1998, section 7(3) determination of Upper Limits.
- 3.2 Municipal Systems Act 32 of 2000
- 3.3 Municipal Finance Management Act 56 of 2003

## 4. SCOPE

This policy covers the usage of a cell phone allowance by permanent employees and Councilors 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.

## **5. OBJECTIVES**

- 5.1 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.
- 5.2 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 employee 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.

## **6. GENERAL PRINCIPLES**

- 6.1 Employees and Councillors who are entitled to a cell phone allowance will only receive monetary remuneration. Municipality will not be responsible to provide any handset or additions to a handset to any employee or Councillor or stakeholder covered in this policy.
- 6.2 An allowance will not be granted to employee without official approval.
- 6.3 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.

## **7. PROCEDURE TO BE FOLLOWED WHEN APPLYING FOR A CELL PHONE ALLOWANCE OR INCREASING AN EXISTING BENEFIT**

### **7.1 New positions**

7.1.1 Directors must when requesting a position to be filled, should clearly indicate on the provided portion on the "Request to fill a vacancy" 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.

### **7.2 Existing positions**

7.2.1 In the event of an employee already being appointed and the need for a cellphone allowance arise the following procedure should be followed:

7.2.1.1 A written application, supported by a detailed motivation as to the need for a cell phone allowance from the employee or as may be recommended by the Manager, should be forwarded to the relevant Head of Department.

7.2.1.2 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/payslip.

### **7.3 Increasing benefits**

7.3.1 In the event of an employee continually exceeding the approved limits of the cell phone allowance provided to him/her, because of their job function, a written motivation can be made to the relevant Head of Department.

7.3.2 If supported the recommendation from Head of Department should be forwarded to the Municipal Manager for final approval.

7.3.3 The approved application must be forwarded to Human Resources Division for record purposes, from where it will be forwarded to the Finance Department. In the event of increasing the cell phone allowance, proof of the exceeded amount should be provided i.e. itemized billing.

### **7.4 International calls**

7.4 1 Officials and Councilors, 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.

## **8. CONDITIONS FOR/AND THE PAYMENT OF CELLPHONE ALLOWANCE**

8.1 A Cell phone allowance is payable to an employee on a monthly basis and may be amended from time to time 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.

8.2 Prescribed amounts are as follows:

- Councillors: As per the Determination of upper limits
- Senior Managers: R 1 500
- Middle level Managers: R 1000
- All other qualifying officials: R 500
- Councillors shall be paid a cell phone allowance in accordance with the determination on the upper limits of Political Office Bearers.

## **9. DISPUTE RESOLUTION**

Any grievance/complaint arising from this policy must be dealt with in accordance with Clause 13 of the Main Collective Agreement.

## **10. POLICY REVIEW**

This policy shall be reviewed as and when necessary, in compliance with the relevant legal framework.