



Ephraim Mogale Local Municipality

2011/12 Medium Term Revenue and Expenditure Framework (MTREF) Policy Review

CELL PHONE POLICY

DOCUMENT APPROVAL

Responsible Person:	Name	Signature	Date

Date approved: _____

**EPHRAIM MOGALE LOCAL MUNICIPALITY
CELL PHONE POLICY**

CELLULAR PHONE POLICY

1. Aim

1.1 The aim of this policy is to:

1.1.1 regulate the granting of cell phones allowance to the employees of Ephraim Mogale Local Municipality.

1.1.2 improve the communication in the workplace and to the public, in order to give a better service.

2. Objectives

2.1 To regulate payment of cell phones allowances to qualifying Ephraim Mogale Municipality employees, who have to use cell phones in the execution of official duties.

2.2 To establish procedures, conditions and limitations according to which the cell phones allowance can be made.

2.3 To establish procedures and conditions under which employees can use their private cell phones and receive airtime allowance from the Municipality.

3. The guiding principles for the policy are:

3.1 User friendliness.

3.2 Easy administration.

4. Policy provisions for Municipal Officials:

4.1. Criteria for eligibility

4.1.1 The granting of cell phone allowance or airtime allowance to employees is mainly informed by the functions and duties that they perform.

4.1.2 The Cell Phone Policy is applicable to cell phones (hand sets) owned by the Municipality as well as those privately owned.

4.2.3 The Cell Phones (hand sets) owned by the Municipality as well as the accounts related thereto shall be administered by the Corporate Services department.

4.2.4 An employee occupying a post other than those mentioned in 5 below may be considered for allocation provided that the departmental manager for that employee will, based on the functions and duties of that employee, make an application motivating for the allocation of the allowance to the concerned employee.

4.2.5 Allocation of cell phones allowance to employees may be reviewed if the duties of that position changes.

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4.2.6 All heads of Departments must ensure that adequate budgetary provisions are made for all posts that qualify for an allowance during the budgetary process.

4.2. Category of personnel eligible for cell phone allowance

- 4.2.1 Municipal Manager
- 4.2.2 Unit Managers
- 4.2.3 PRO
- 4.2.4 Communication Officer
- 4.2.5 Divisional Managers
- 4.2.6 Supervisors –depending on the nature of their duties, approval for which shall be acquired based on responsibilities.

Other officials

Other qualifying officials shall be considered as per the merit of their functional needs and approval shall be granted by the Municipal Manager upon request by the relevant Unit Manager of the department.

4.3. Procedure for approval of award of cell phone allowance. (for those who are not automatically qualifying)

4.3.1 The application for granting of cell phone allowance should be approved by the Municipal Manager upon submission of a request by the relevant head of department.

User Component	Responsible Officials (issuing points)
Drivers	Relevant Unit Manager
Supervisors	Relevant Unit Manager

4.4. Monthly allowances

- 4.4.1 Allowance paid is an all inclusive amount covering call charges and subscription fees.
- 4.4.2 Annual increases shall be commensurate to average increases made by the four major services providers.

Capping	All-inclusive Amount (in Rand)
Municipal Manager	R1 452.00
Unit Managers	R1 111.00
PRO	R825.00
Communication Officer	R650.00
Divisional Managers	R770.00
Supervisors	R605.00
Drivers	R165.00 airtime voucher per month

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4.5 Terms and conditions.

- 4.5.1 Each qualifying official shall be responsible for securing and entering into a cell phone contract with approved service provider or accredited dealer in his or her own name.
- 4.5.2 Municipality shall not be responsible for cell phone insurance cover, including the repairs of the cell phone.
- 4.5.3 All official cell phone holders should make their cell phone numbers available to relevant stakeholders and Municipal Officials (including listing cell number on business cards and organizational telephone directory, where applicable).
- 4.5.4 Voice mail should be made accessible at all times (including after hours).

NB: Clauses 4.5.1 & 4.5.2 will not be applicable to officials who are currently using contract phones which are in the name of the Municipality, until the current contracts have expired.

5. Policy provisions for Councillors

- 5.1 Municipality will enter into an agreement with a service provider on behalf of Councillors for the duration of their term of office.
- 5.2 The contract amount will be deducted from their salaries wholly on monthly basis.
- 5.3 The Municipality shall not be responsible for cell phone insurance cover, each Councillor shall therefore be responsible to secure and insure his/her cell phone.
- 5.4 All official cell phone holders should make their cell phone numbers available to relevant stakeholders and Municipal officials (including listing cell number on business cards and organizational telephone directory, where applicable).
- 5.5 Voice mail should be made accessible at all times (including after hours).
- 5.6 At the end of the contract each Councillor shall keep the handset and any other accessories related to the phone.
- 5.7 In the event the term of office of the Councillor come to an end and the contract is still in force, the contract shall be transferred to the Councillor concern upon a written request to Administration to do so, alternatively the phone (including handset and sim card) shall be returned to the Municipality within Five (05) working days.

CERTIFICATE OF ENDORSEMENT:

The Agreement to this Policy shall come into effect on the date of endorsement and shall cease only in the event where such changes/variations has been reduced to writing and

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been signed by the Accounting Officer. Unless in the event where any changes in any applicable Act, Legislation has jurisdiction to supersede.
