

EMAKHAZENI LOCAL MUNICIPALITY



CELLPHONE ALLOWANCE POLICY

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1. Introduction

Emakhazeni Local Municipality aims to improve its communication within Emakhazeni to enhance service delivery. It is on this premise that the Municipality should provide respective cellphone allowances for its employees and Political Office Bearers (Councillors) primarily for receiving and making of official calls when not in the office.

This policy provides guidelines for allocation of cellphone allowances for employees and Political Office Bearers (Councillors).

2. Definitions

For the purpose of this policy the following definition(s) apply:

“Municipality”: means Emakhazeni Local Municipality

“Political Office Bearers/Councillors”: means Municipal Council members

“Municipal Manager”: means any official appointed in terms of section 56 of the Municipal Systems Act (Act NO. 32 of 2000) and section 82 of the Municipal Structures Act (Act. No. 117 of 1998)

“S56 Manager”: means any official appointed in terms of section 56 of the Municipal Systems Act (Act NO. 32 of 2000) as amended, as a Manager directly accountable to the Municipal Manager

“Deputy Manager”: means a Manager appointed for a specific section of a department and directly accountable to the S56 Manager

“Other employees”: means any official, employed by the Municipality in terms of section 55 (e) of the of the Municipal Systems Act (Act NO. 32 of 2000) other than the Municipal Manager, S56 Manager or Deputy Manager

“Cellphone”: Communicating instrument issued by the service provider or purchased by an individual

“Data Cards”: means a mobile device used to access the internet and or emails.

3. Policy Objectives

The purpose of this policy is;

- to develop a means or framework for the allocation, management and control of cellular phones allowance to officials and Political Officer Bearers
- to provide for compensatory payments in respect of officials who are required to be available and in contact with the municipal offices, officials, Councilors and the public at all times.

4. Scope of Application

- 4.1 The following categories of employees shall automatically qualify to receive Cellphone allowance:

- All Political Office Bearers/Councilors
 - The Municipal Manager
 - Managers directly accountable to the Municipal Manager (section 56 & 57)
 - Deputy Managers
- 4.2 If there is any other official not mentioned in clause 4.1 who feels his/her job requires a cellular phone, a motivation should be forwarded by his/her Head of Department to the Municipal Manager for approval.
- 4.3 It is important that a motivation relating to clause 4.2 is made shortly and timeously in order to ensure that Budget and Treasury department is able to provide for funds to cover the expenses.
- 4.4 A cellphone allowance shall not be granted to any official not covered under 4.1 without the approval of the Municipal Manager, whether the intention is to use it for official purposes.

5. Governing Prescripts

5.1 Legislation

Collective Agreements

Determination of Upper Limits of Salaries, Allowances and Benefits of different Members of Municipal Councils in terms of the Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998).

Any other relevant Legislation and Council Policies or Resolutions.

6. Policy Provisions

6.1 Terms and Conditions for Cell phone and Data Card Allowances

- 6.1.1 If the employer requires an employee to be available and in contact with the municipal offices, officials, Councilors and the public at all times for the performance of duties during and outside of his/her normal working hours, the employer shall pay a cell phone and or data card allowance.
- 6.1.2 The Municipal Manager is authorized to approve cell phone/data card allowances to qualifying employees on behalf of the Municipality.
- 6.1.3 Employees/Officials will make use of their own cell phones/data card and receive the allocated cellphone allowance amount every month.
- 6.1.4 Councilors will make use of their own cell phones and receive the allocated cellphone allowance amount every month as determined by the Minister as per the Determination of Upper Limits of Salaries, Allowances and Benefits of different Members of Municipal Councils in terms of the Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998).

6.2 Allocation of cell phone and data card allowances shall be as follows:

6.2.1 Cellphone Allowance Allocations

Designation	Amount
Political Office Bearers/Councilors	As Per the relevant approved upper limits
Municipal Manager	R 1000.00 per month
Managers directly accountable to the Municipal Manager	R 750.00 per month
Deputy Managers	R 500.00 per month
Other Employees, i.e, Emergency personnel (Fire, Traffic), Supervisors	Will be determined and recommended by the

etc. as approved by the Municipal Manager	Departmental Manager
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6.2.2 Data Card Allowance

Designation	Amount
Political Office Bearers/Councillors	As per the relevant approved upper limits
Senior Managers, Deputy Managers and other qualifying employees as approved by the Municipal Manager	R 300.00 per month

6.2.3 The above amount shall increase by the same percentage as determined by the Bargaining Council.

6.3 POOL PHONES

6.3.1 The number of pool phones for departments will be determined by the Municipal Manager, where necessary.

6.3.2 Other officials/employees who use pool phones or their own cell phones will receive a cell phone allowance or airtime every month to an amount determined by the Municipal Manager.

6.4 CONDITIONS

6.4.1 The use of Telkom phones by Councillors and Officials must be authorized by the Municipal Manager. Councillors and Officials/Employees allocated Telkom pin codes are required to complete and submit telephone log sheets before or on the 5th of each month for deduction of private phone calls, failing which, 50% of the total amount will be deducted without further notice.

6.4.2 Cellular phones activated by way of the card system (Pre-paid) can be issued on an ad-hoc basis to staff for which it will be necessary to be in contact with the municipal offices when it is expected from them to work away from his/her normal workplace at a remote venue/workplace.

6.4.3. If an employee exceed the monthly airtime minutes (pre-paid), the additional costs will be for his/her own account.

6.4.4 A Councilor or official should have the instrument on his/her possession or near to him/her at all times. In the event of poor reception it will be expected form a Councilor or Official to regularly listen to his/her voicemail and to phone the municipality or other relevant person as soon as a message is received,

6.4.5 It should be ensured that the battery of the cellular phone is regularly charged so as to maintain availability on air at all times.

6.4.6 It will be expected from the Official to keep and maintain the cellular phone in a safe and secure manner to prevent unnecessary damage or loss. In case of damage or loss of the cellular phone due to negligence which will not be claimable from the Council's insurance, the relevant person shall be responsible to have the cellular phone fixed or replaced, whatever the case may be.

6.4.7 Councillors and Officials shall be expected to use a cellular car kit or any other legally recognized aid to comply with road safety regulations. The Council shall not be responsible for damages, fines or legal actions instituted against the Councilor or Official as a result of the usage of the cellular phone in a vehicle in an unauthorized manner.

- 6.4.8 The Municipal Manager will have the right to terminate the cellular phone/data card benefit towards an employee by giving one (1) month notice if it is of the opinion that the instrument is not a bare necessity for the rendering of services to the community and/or the organization in cases where the Council is of the opinion that a specific incumbent will not or cannot be to the Council's availability or assistance in cases of emergencies, crises etc.

7. Roles and Responsibility

7.1 The Role of the Corporate Services

The role of the Corporate Services is to:

- a) Oversee the administration and management of issues of conditions of services including cell phone/ data card allowances;
- b) Monitor and evaluate allocation of cell phone/data card allowances within the Municipality;
- c) Amend and implement any changes to the provisions of this policy.

7.1.1 The Role of the Human Resources

The role of the Human Resource Manager is to:

- a) Advise top management on the implementation of conditions of service issues including cell phone/data card allowances;
- b) Implementation of cell phone/data card allowance and or policy provisions accordingly;
- c) Ensure that the cell phone/data card allowance is managed and administered appropriately;
- d) Keep updated records of cell phone/data card allowances for reporting and audits purposes; and
- e) Liaise with Councillors and relevant employees.

7.1.2 The Role of the Line Manager

The role of the Line Manager is to:

- a) All managers are responsible for ensuring that employees are reimbursed timeously;
- b) Ensure fair and equitable administration of allocation of cell phone/data card allowance
- c) Consider budget and availability of funds;
- d) Recommend request for allocation of cell phone/data card allowance in consultation with Corporate Services Department.

7.1.3 The Role of the Employee

The role of the employee is to:

- a) Ensure that cell phone/data card allowance is used responsibly; and
- b) Adhere to the prescribed legislations, regulatory frameworks and provisions as outlined in this policy.

8. Monitoring, Evaluation and Reporting

The Manager Corporate Services reports to the Municipal Manager and Council on conditions of service including cell phone/data card allowances, and on specific cases, when required to do so. The policy shall be reviewed at the end of every financial year to cater for legislative amendments, when this policy or provision thereof is amended, the amended policy or provision thereof will supersede the previous one.

9. Annexures

10. Date of Approval

Approved as a draft	25 February 2016
Reviewed	26 May 2016
Final Approval	