



## **FINAL CELLPHONE TELEPHONE POLICY**

**2019/2020 MTREF**

### **1. INTRODUCTION**

The Municipality recognizes the value of cellular telephones as a communication tool that can improve employee productivity and provide an emergency communication method, and accordingly will provide selected employees with either a cellular telephone or a cellular telephone allowance.

## **2. OBJECTIVE**

The objective of this policy is to regulate the acquisition, administration, usage and replacement of Municipality provided cellular telephones and the administration of cellular telephone allowances and deduction of amounts.

## **3. QUALIFYING OFFICIALS**

- 3.1 Mayor - as per ministerial determination
- 3.2 Councillors - as per ministerial determination
- 3.3 Data for Councillors - as per ministerial determination
- 3.4 Municipal Manager - R4000.00 allowance per month.
- 3.5 Managers - R2100.00 allowance per month.
- 3.6 Senior Accountant, Office Heads of Van Wyksvlei and Vosburg, Supervisors, R250.00 allowance per month.

## **4. RESPONSIBILITIES**

- 4.1 The Office of the Chief Financial Officer will be responsible for coordinating the acquisition of Municipality cellular telephones, for compiling and maintaining a register of cellular telephones in which shall be recorded the make and model of the instrument, the allocated telephone number, the date of acquisition, the name of the supplier, the date of expiry of the contract, the name of the official/department to whom the instrument is allocated and any other pertinent information. Also, for informing the service provider of instances of theft and dissatisfaction regarding instruments which are under guarantee. The Office of the Chief Financial Officer will also be responsible for the administration of the collection of the amounts.
- 4.2 Users will assume full responsibility for the instrument, must ensure reasonable measures are taken to prevent loss or damage, and will be responsible for any calls made whilst the unit is allocated to them.
- 4.3 The Municipal Manager will be responsible for authorizing cell phone airtime contracts.

## **5. RESTRICTED USAGE**

- 5.1 Employees must ensure that all safety and security measures that may apply are complied with, specifically with regard to use in aircraft, at a refueling point or near sensitive electronic equipment.
- 5.2 Employees are warned of the danger of utilizing cellular telephones whilst driving vehicles.

## **6. INSURANCE OF CELLULAR PHONES**

- 6.1 In terms of Municipal policy, instruments are not insured; therefore the Municipality reserves the right not to replace the instrument should it be lost, stolen or damaged.
- 6.2 Where there has been contributory negligence by the employee, the Municipality reserves the right to seek financial retribution from the employee concerned.

## **7. GENERAL**

Paragraph 4.1 will only be applicable if budgeted and approved by the Chief Financial Officer. All allowances will be included in the monthly salary package, and monthly accounts will be deducted from the beneficiary. No airtime will be bought on behalf of a beneficiary.

**L4.5.B**

**ASSEPTED: 30 MAY 2019**



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**MUNICIPAL MANAGER**

