



**CELL PHONE AND CONNECTIVITY
ALLOWANCE POLICY**

2021/2022 FINANCIAL YEAR



TABLE OF CONTENTS

TABLE OF CONTENTS	1
1. OBJECTIVE	2
2. SCOPE	2
3. GUIDELINES	3
4. ALLOWANCE	5
5. CELL PHONE USAGE WHILE DRIVING	6
6. VIOLATION OF POLICY	7

CELLPHONE AND CONNECTIVITY ALLOWANCE POLICY

1. OBJECTIVE

Council understands and appreciates that employees utilise 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 are not office bound.

Council will therefore pay a cell phone allowance to employees as determined by assessing an employee's individual needs.

2. SCOPE

This policy covers the usage of a cell phone allowance by permanent employees 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 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 or stakeholder covered in this policy.

Employees 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 number 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 Service Provider and the onus is on the employee to ensure the monthly payment of the contract.

Furthermore the Employee 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 authorisation to acquire a cell phone for official use. Council will not be liable for any costs incurred without official authorisation 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

Executive Directors, 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, must be in line with the table reflected in clause 4 below. The Head of Department must ensure that the allowance is budgeted for as a benefit to the salary cost of the post.

3.3.2 EXISTING POSITIONS

In the event of an employee not receiving a cell-phone allowance, but due to operations require the allowance, the relevant Head of Department will submit a written motivation to the Municipal Manager for approval of the allowance in relation to the provisions of this policy. The approval must be submitted to Human Resources to inform the Finance Department accordingly to implement the allowance.

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. itemised billing.

3.4 INTERNATIONAL CALLS

Officials, 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. itemised billing.

4. ALLOWANCE

A Cell phone allowance is payable to an employee who utilises a cell phone for business purposes. The allowance is payable on a monthly basis and may be amended from time to time in terms of business-related costs incurred by employees or due to demand based on operations.

Any increase in the amounts reflected in the table linked to levels (office bound and non-office bound) is subject to motivation and prescripts contained herein:

Job Level	Office Bound	Non-Office Bound
Level 1	Capped at R1 000.00 p.m.	
Level 3/2	R750.00 p.m.	
Level 4	R650.00 p.m.	
Level 5/6	R450.00 p.m.	R750.00 – R1 000.00 p.m.
Level 7/8	R250.00 p.m.	R350.00 – R 500.00 p.m.
Level 9 and below	R250.00 p.m.	
Contract Posts	Capped at R1 000.00 p.m.	
HOD's	Capped at R2 000.00 p.m.	
Municipal Manager	Capped at R2 500.00 p.m.	

Any additional airtime not covered by the allowance, or in the event where an employee's network provider charges more than the allowance received, will be for the employee's own account.

In the event where an employee does not answer or return calls or failing to utilise the allowance as prescribed, the allowance may be forfeited.

Any increase in a cell phone allowance payable to an employee 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.

All other prescriptions not specified in the report or as contained in the Allowance Policy (C1071/03/2014) remain applicable in terms of requesting and approval of cell-phone allowances.

4.1 DATA PROVISION

In addition to the cell-phone allowance employees may be entitled to a data allowance in relation to their job level(s). Employees will receive a capped data allowance to a maximum of 10GB across the board. The data allowance is not linked to receiving a cell-phone allowance as the provision of data is linked to employees who are required to provide services outside normal working hours/off-site.

Should an employee, as a tool of trade, require additional data, such increase must be motivated by the relevant Head of Department, approved by the IT Section (Director: IT) and Municipal Manager. The motivation may include an increase in data allowance above the capped 10GB (to a maximum of 20GB) or in general an increase in data below 10GB to a maximum of the capped allowance.

Any additional data not covered by the capped allowance, will be for the employee's own account.

The following table represents the data allowance applicable to eligible employees:

JOB LEVEL	OFFICE/NON-OFFICE BOUND
Level 01	Capped at 10

Level 03/02	Capped at 10
Level 04	Capped at 10
Level 05/06	Capped at 05
Level 07/08	Capped at 05
Level 09 and below	Capped at 02
Contract Posts	Capped at 10
HOD's	Capped at 10
Municipal Manager	Capped at 10

5. CELL PHONE USAGE WHILE DRIVING

Council is aware that in utmost circumstances, that employees 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 from using their cell phones while driving, unless the vehicle is fitted with a blue tooth device.

Council recognises that other distractions occur while driving, however, eliminating the use of cell phones, while driving is one way to minimize the risk to employees

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