CELLPHONE POLICY FOR OFFICIALS FOR THE JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

Policy Resolution Number:6.2.28/05/2020	**Approved Date:28 May 2020**
Effective Date: July 2020	**Review Date: As and when required**

SIGNATURE OF THE MUNICIPAL MANAGER

Ms P Q Mogatle

SIGNATURE OF THE SPEAKER

Speaker

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

CELLPHONE POLICY FOR OFFICIALS

2020/21

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Speaker

1. PURPOSE

The objective of the policy is to ensure the optimal use of cellular phones by officials to enhance effective and efficient service delivery.

2. SCOPE

- The policy will be applicable to members of staff, who by the nature of their job and their level in management, qualify to use the cellular phone.
- This policy will not regulate the usage of cell phones by councillors.
- Councillors are administered by the remuneration of the Public Bearers Act.

3. DEFINITIONS

Itemised billing – A detailed listing of call charges, shown on a monthly bill.

4. LEGISLATIVE RAMEWORK

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- Income Tax Act 58 of 1962

5. POLICY CONTENT AND PROCEDURES

5.1 Employees to pay for each phone call, whether it is private or official, and may not claim their private call charges.

6. USE OF CELLULAR BY OFFICIALS

6.1 APPROVAL AND QUALIFICATION

6.1.1 The Municipal Manager and the Head of Department will determine which Officials qualify for the use of cellular phones.

6.1.2 The cellular phone will be used for work related matters.

7. USAGE OF THE CELLULAR PHONE FOR OFFICIAL MATTERS

All cell phone users who receive an allowance will be expected to ensure them availability on the phone at all times.

8. CELLULAR PHONE LIMITS FOR DIFFERENT LEVELS

8.1 The following limits are applicable on officials:

DESIGNATION	AMOUNT
Municipal Manager	R1 600
Directors	R1 600
Other officials	R 800
Other users	R 315

8.2 Any amount above the prescribed limits will be deducted from the salary.

8.3 For members of staff acting on a level higher than the usual level, the difference between the two levels will be paid to the acting employee.

9. OTHER ARRANGEMENTS

9.1 All municipal employees are responsible for the maintenance, upgrading, and insurance of their cell phones.

9.2 Employees are responsible for their own contracts where necessary or they can request assistance from the BTO.

9.3 An allowance as indicated in 8.1 will be loaded monthly to qualified employee's salary.

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10. ADMINISTRATION OF THE POLICY

10. 1 The department responsible for the administration of the policy is the Budget and Treasury Department.

10.2 All Heads of Department has a responsibility to ensure that their members of staff are aware of the contents of the policy and also the adherence of the policy thereof.

11. THE RESULT OF NON-COMPLIANCE

Appropriate disciplinary action will be taken against all employees who do not comply with the contents of this policy.

12. IMPLEMENTATION AND REVIEW OF POLICY

This policy shall be implemented on **1 July 2020** and shall be reviewed on an annual basis to ensure that it is in line with the municipality's strategic objectives and with legislation.

POLICY SECTION:	**MANAGER: BUDGET AND REPORTING**
CURRENT UPDATE:	**24 March 2020**
PREVIOUS REVIEW:	**23 May 2019**
PREVIOUS REVIEW:	**31 May 2018**
PREVIOUS REVIEW:	**28 March 2017**
PREVIOUS REVIEW:	**31 May 2016**
PREVIOUS REVIEW:	**31 May 2015**
APPROVAL BY COUNCIL:	**31 May 2014**

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