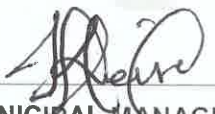




CELLPHONE POLICY

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

Council Resolution: F11.20/05/2024	Approved Date: 20 May 2024
Effective Date: 1 July 2024	Review Date: Annually required


MUNICIPAL MANAGER


SPEAKER

MR. I.E AISENG
JOHN TAOLO GAETSEWE
DISTRICT MUNICIPALITY
SPEAKER

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY



CELLPHONE POLICY

2024-2025

**MR. I.E AISENG
JOHN TAOLO GAETSEWE
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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 FRAMEWORK

Income Tax Act 58 of 1962

5. POLICY CONTENT AND PROCEDURES

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 will use his/her own discretion on approval of cellphone allowance application by other officials.

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 always ensure their availability on the phone.

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 (level 3 and 4 managers)	R 800
Other users	R 500

8.2 Any amount paid in error above the limits will be deducted from the salary.

8.3 The approved applicable limit will be reviewed on annual basis in relation to the responsibilities of the applicant.

8.4 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.

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

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. REVIEW OF POLICY

This policy shall be reviewed annually.

