



# **CELLULAR TELEPHONE AND DATA CARD POLICY**

# CELLULAR TELEPHONE, DATA CARD AND TABLET POLICY

## 1. Purpose

The purpose of this policy is to determine guidelines for the:

- Management of cellular telephones
- Acquisition of cellular telephones
- Acquisition of data cards
- Management of data cards
- Acquisition of tablets

## 2. General

- 2.1 It is recognised that cellular telephones are useful communications tool is in many cases essential for Municipal officials to carry out their duties. To this end this policy shall regulate the provision of a cellular telephone, tablet and/or data cards allowance for officials in Cape Agulhas Municipality.
- 2.2 All applications for cellular telephones, tablet and/or data cards allowance shall require the approval of the Municipal Manager or delegate.
- 2.3 In considering the granting of a cellular phone, tablet and/or data card allowance, the Municipal Manager shall take into account all of the following:-
- 2.3.1 Operational responsibility of the applicant.
- 2.3.2 Availability of funds.
- 2.3.3 Time spent outside of the office by the official.
- 2.3.4 The need for constant and immediate contact of the official.
- 2.3.5 Improvement in efficiency of the official.
- 2.3.6 Need for immediate contact with councillors and the public.
- 2.3.7 Safety of officials.

## 3. General Controls

- 3.1 An annual review of contracts shall be carried out by the Municipal Manager to determine the continued need for all cellular telephonic, tablet and/or data cards or allowances therefore.

3.2 If it is determined that an official no longer qualify for a cellular telephone, tablet and/or data card allowance, he/she must be advised in writing of the decision with at least a two months' notice period.

#### **4. Limit of allowances**

4.1 The allowable all inclusive expenditure for cellular telephones, tablets and/or data cards will be limited to the following maximum monthly amounts and / or data excluding VAT.

4.1.1	Municipal Manager	R1 500.00
4.1.2	Directors	R1 200.00
4.1.3	Managers	R 600.00
4.1.4	Other approved employees	R 300.00
4.1.5	All Data Cards	R 150.00

4.2 The municipal manager can in exceptional cases and on justifiable grounds on written application by a person whose cell phone expenditure is above the maximum monthly limit set above, determine in writing a higher limit for that specific month.

4.3 Any account in excess of the allowable maximum amounts as stated in paragraph 4.1 or the higher limit in paragraph 4.2 above, will be deducted from the relevant employee's salary as soon as possible.

4.4 Where no written determination by the municipal manager in terms of paragraph 4.2 is received on or before the 10<sup>th</sup> of the month, any account in excess of the allowable maximum amounts as stated in paragraph 4.1 will be deducted from the relevant employee's salary as soon as possible.

4.5 No cellular telephone, data card and/or tablets will be supplied to applicant and only an income taxable allowance in terms of section 4.1 of this policy will be granted with the exception where section 4.2 and 4.4 applies.

4.6 *In cases where employees utilize devices currently contracted by the Municipality, they will be able to continue using these devices until the end of the current contract life, whereby they can choose to either transfer ownership of the contract to themselves or the Municipality will stop the contract. No upgrade option in the name of Cape Agulhas Municipality will be allowed, except if so approved by the Municipal Manager due to operational reasons, such as shared devices. Before*

*handed over to an employee he or she must sign the relevant authority that any excess can be deducted from his or her salary.*

- 4.7 *After contracts as stated in section 4.6 has been either transferred to the employee or terminated by the Municipality, the employee can again apply for the allowance in terms of the policy.*
- 4.8 The municipal manager can adjust these amounts annually subject to budgetary provisions.

## **5. Additional charges**

- 5.1 All additional charges including but not limited to the following will be for the account of the user:
- 5.1.1 Content charges
  - 5.1.2 Subscriptions
  - 5.1.3 Cellular phone data charges

## **6. Cellular telephones, Data Cards and Tablet Allowance**

- 6.1 The municipal manager may approve that a monthly allowance not exceeding the limits as per paragraph 4.1 be paid to employees that qualify for the use of cellular telephones, data cards or tablets.
- 6.2 Employees must provide a cellular phone, tablet and/or data card to be used for official business and may not use municipal cellular telephones, tablets and/or data cards.
- 6.3 Proof that the cellular phone, tablet and/or data card is available for official use must be provided on request. If the required proof cannot be provided the allowance will be stopped with immediate effect.
- 6.4 The municipality will only pay the allowance to the user; all cost in excess of the allowance will be for the account of the user.
- 6.5 The allowance will be paid together with the employees' monthly salary.
- 6.6 The recipient of the allowance will be responsible for the payment of income tax on the allowance, which will be deducted from the employee's salary.

## **7. Management and Control of Cellular Phones, Tablets and Data Cards Needs**

- 7.1 *This section applies to those individuals to whom the Municipal Manager has granted the use of Municipal devices and not an allowance.*
- 7.2 A register of all cellular telephones, tablets and data cards and service agreements must be maintained by the Department of Corporate Services – Administration Division.
- 7.3 All cellular telephones, data cards and tablets will be obtained on a rental agreement signed by the MM or delegate.
- 7.4 The agreement for a cellular phone must be concluded in the Municipalities name.
- 7.5 The agreement for a data card must be concluded in the Municipalities name.
- 7.6 The agreement of a tablet must be concluded in the Municipalities name.
- 7.7 No cellular telephones, tablets or data cards will be upgraded for improved models before the contract has expired, unless indicated to the contrary by the service provider or on recommendation by the relevant director or head of department.

- 7.8 After lapse of the agreement, the cellular phone, tablet or data card becomes the property of the employee.
- 7.9 If the relevant employee leaves the employment of the municipality before the agreement lapse, the cellular phone, tablet and/or data cards with the relevant SIM cards must be handed in at the administration department who must ensure that it is in working condition and that it is the correct SIM cards.

## **8. Insurance**

- 8.1 The insurance of cellular telephones, tablet and data cards registered in the name of Cape Agulhas Municipality shall be covered under the Council's combined insurance policy or under the rental agreement.
- 8.2 All reasonable care must be taken to protect the equipment from damage, destruction or loss and any proof of negligence shall be dealt with within the context of Council's disciplinary code.
- 8.3 The Excess payment on insurance claims will be for the account of the user of the cellular phone, tablet or data card.

## **9. ICT Policies**

- 9.1 Users of data cards acknowledge that all other ICT policies adopted by Cape Agulhas Municipality are applicable on the usage of data cards.

## **10. Procurement**

- 10.1 The administration of the procurement process will be done by the ICT (Information, Communication & Technology) Section.
- 10.2 The procurement of cellular telephones, tablets and data cards will be done by the ICT, through Supply Chain Unit.