

Cederberg Telephone and Cellular Phone Policy

1. Policy Statement

It is Council view that effective communication by way of telephone and cellular phones is necessary for quality Service delivery

2. Legislative Framework

2.1 The Code of conduct for staff members regulate against the misuse of municipal property and assets by municipal employees.

2.2 In terms of the Code of Conduct employees are required to perform their functions in good faith, honestly and in a manner and in such a way that the credibility and integrity of the municipality is not compromised

3. Aim

3.1 To set guidelines and procedures for the use of Telephone and Cellular phones

3.2 To revisit the general allocation and use of telephone and Cellular phones

3.3 To encourage the use of an own cellular phone without contributing to the capital cost

3.4 To navigate from the general provisions of Cellular phones (gadgets) and contracts to an allowance to those authorized or approved to receive such allowance

3.5 To avail Cellular phones on a pay to go bases only to those who perform standby duties as approved by the Director

4. Objectives

4.1 To provide a telephone and cellular phone to a post requiring direct communication at all times

4.2 To set guidelines for the application of Cellular phones

4.3 To set general procedures for official usage of approved participants.

5. Allocation of Cellular Phones

5.1 A Councillor qualifies for a Cellular allowance in terms of upper limits on cellular allowance for Councillors as per the annual Government Gazette notice by the Department of Cooperative Governance and Traditional Affairs in terms of the Remuneration of Public Officers Bearers Act, 1998 (Act 20 of 1998)

- 5.2 The Municipal Manager qualifies for a Cellular allowance in terms of his/her employment contract.
- 5.3 Section 57 employees, Managers of Departments and/or Section Heads qualify for Cellular allowance
- 5.4 Employees who perform duties or standby duties which necessitate communication as and when approved by the Director qualify for a Cellular allowance.
- 5.5 Employee who qualifies for a Cellular phone allowance at the recommendation of the Director

6. Phone Management Committee

- 6.1 A committee appointed by the Municipal Manager will convene from time to time to consider and recommend applications under a set criteria
- 6.2 Review whether employees allocated phones still meet the criteria
- 6.3 Categorize employees with local use and national use of fixed line phones

7. Criteria for the allocation of phones

- 7.1 Employees allocated phones as dictated by policy. The policy allocates phones to Councillors, the Municipal Manager and section 57 employees, managers assigned the responsibility of overseeing towns. Managers and or section heads that report to section 57 employees.
- 7.2 Employees who perform duties or standby duties which necessitates communication
- 7.3 Employees allocated Cellular phones as recommended by the director. The latter should motivate why an employee should receive a phone and the package suiting the employee
- 7.4 Recommend Local use of phones and national Fixed line phone to be assigned for

8. The following upper limits of Cellular phones will prevail:

<p>Councillors</p>	<p>A Councillor qualifies for a Cellular allowance in terms of upper limits on cellular allowance for Councillors as per the annual Government Gazette notice by the Department of Cooperative Governance and Traditional Affairs in terms of the Remuneration of Public Officers Bearers Act, 1998 (Act 20 of 1998) Which will be to a maximum of R1200 including a 3g card allowance</p>
<p>Municipal Manager</p>	<p>An allowance for the use of a Cellular phone as agreed in his/her contract per month in the case of a personal phone used for official purposes or a monthly contract in the municipalities name equal to a contract value not exceeding what is agreed in the employment contract</p>
<p>Section 57 employees, Managers assigned the responsibility of overseeing certain areas</p>	<p>An allowance for the use of a Cellular phone from R800 per month in the case of a personal phone used for official purposes or a monthly contract in the municipalities name equal to a contract value not exceeding R800 per month</p>
<p>Managers of Departments and/or Section Heads</p>	<p>An allowance for the use of a Cellular phone equal to a Vodacom Smart L contract per month in the case of a personal phone used for official purposes or a monthly contract in the municipalities name equal to a contract value not exceeding the value of a Vodacom Smart L contract per month which is currently R499</p>
<p>Employees who perform duties or standby duties which necessitate communication as and when approved by the Director.</p>	<p>An allowance for the use of a Cellular phone equal to a Vodacom Smart S contract per month in the case of a personal phone used for official purposes or a monthly contract in the municipalities name equal to a contract value not exceeding the value of a Vodacom Smart S contract per month which is currently R229</p>
<p>Employee who qualifies for a Cellular phone allowance at the recommendation of the Director</p>	<p>An allowance for the use of a Cellular phone equal to a Vodacom Top up 99 contract per month in the case of a personal phone used for official purposes or a monthly contract in the municipalities name equal to a contract value not exceeding the value of a Vodacom Top up 99 contract per month which is currently R110</p>

9. Service Provider and the Type of a Cellular phone

- 9.1 Where Cellular phones are provided in terms of this policy, the Director Financial services (CFO) will decide on the type of the Cellular phone and the Service Provider through supply chain processes
- 9.2 In the transition to Cellular phone allowance that contractual phones, the CFO will determine the value of a Cellular phone and sell to the incumbent.
- 9.3 An employee has the first right of purchase to his/her Cellular phone

10. Payment of Calls. Maintenance and Insurance

- 10.1 The cost of calls and of Maintenance and insurance is the responsibility of the Councillor or employee receiving an allowance
- 10.2 In the case Employees who perform duties or standby duties which necessitate communication as and when approved by the Director and qualifying for a contract phone, the cost of Maintenance and insurance is the responsibility of the Council.

11. Official Usage of the Cellular Phone

- 11.1 Councillors and Employees must ensure that such cellular phones are activated at all times
- 11.2 Councillors and Employees voice mail facility of the Cellular phone should be activated in order to ensure contact when deemed necessary
- 11.3 Councillors and Employees must ensure that they follow up and return calls on voice mail messages.

12. Fixed line Telephones

- 12.1 A PIN is required for the use of the fixed line phone.
- 12.2 Every employee will be allocated a dedicated secret PIN number as referred to above
- 12.3 A call made from an extension will be deemed to have been made by that particular employee
- 12.4 It is the sole responsibility of the employee to ensure that his/her PIN number is not abused
- 12.5 Employees are not to avail their PIN numbers to other employees for use

13. Private Calls

- 13.1 Employees must use telephone and restrict private telephone calls to the bare minimum

13.2 The cost of private calls made shall be recoverable from the salary of the employee