

AMAJUBA DISTRICT MUNICIPALITY

CODE OF GOOD PRACTICE

CELLULAR PHONES ALLOWANCE & 3G'S ALLOCATION

1. CELLULAR PHONES ALLOWANCE

Council delegates the Municipal Manager to authorize the allocation of cellphone allowances.

1.1 CATEGORIES OF CELLULAR PHONES ALLOWANCES

For the purpose of this policy, cellular phone allowances are categorized as follows:

- 1.1.1 MM/HOD allowance with a monthly maximum of R1500.00
- 1.1.2 Post Level 1 allowance with a monthly maximum of R1000.00
- 1.1.3 Post Level 2-3 allowance with a monthly maximum of R700.00
- 1.1.4 Post Level 4 allowance with a monthly maximum of R500.00
- 1.1.5 Post Level 5-9 allowance with a monthly maximum of R400.00
- 1.1.6 Post level 10 and below allowance with a monthly maximum of R300.00

1.2. QUALIFYING CRITERIA

- 1.2.1 For the purposes of qualifying for a cellphone allowance, it should be employees who have to contact people and/or who need to be reached by people, all of this must relate to the work environment.
- 1.2.2 The cellphone allowances referred in paragraph 1 shall be paid monthly together with the employee's salary.

1.3 CONDITIONS

- 1.3.1 Upon the receipt of the benefit the affected employee shall furnish the HOD with cellphone contact number which shall be utilized for official purposes.
- 1.3.2 From the effective date of this policy the municipality shall not be responsible for purchasing any new cellphone contracts and all employees who qualify for a cellphone benefit shall receive the cellphone allowance as set out in paragraph 1 afore hereto.
- 1.3.3 In the event where the employee losses the cellphone which he uses for official purposes he/she must inform the HOD immediately and must make arrangements of obtaining a new handset at his/her costs within a period of 30 days from the date of reporting such loss.

- 1.3.4 Should the employee fail to have the replacement handset within the stipulated period as mentioned above, the municipality reserve the right to withhold the cellphone benefit until such time that the employee is in possession of a cellphone.
- 1.3.5 Any employee who receives any benefit referred to in point 1 above shall at all reasonable times be available on the submitted cellphone contact number.
- 1.3.6 The Municipal Manager/HOD retains the right at any stage to revoke or amend any allocation of a cellphone allowance, or to issue any further instructions in respect of cellphone allowance.
- 1.3.7 Where a cellphone allowance is no longer a requirement of the job the cellphone allowance must be terminated.
- 1.3.8 When the current cellphone contracts are due for upgrade, the benefit will be converted into a cellphone allowance and the old cellphone will be kept by the user.

2. 3G'S ALLOCATION

Council delegates the Municipal Manager to authorize at his discretion the allocation of 3Gs and monthly maximum data bundles.

Each department shall have a pool 3g allocated to it for use by staff member who need to conduct work outside office hours

Each HOD shall put in place a system by which such pool 3g shall be utilized.

2.1 QUALIFYING CRITERIA

- 2.1.1 For the purposes of qualifying for a 3G and monthly maximum data bundles, it should be someone who has to receive/send information regarding ADM business while outside office and this must relate to the work environment.
- 2.1.2 The data bundles referred in paragraph 2.1.1 shall be deposited monthly by the network service provider.

2.2 CONDITIONS

- 2.2.1 The data bundles shall be used for official purposes.
- 2.2.2 In the event where a person losses the 3G & sim card, he/she must inform the Supervisor immediately and must make arrangements of obtaining a new 3G with sim card at his/her own costs within a period of 30 days from the date of reporting such loss.
- 2.2.3 Should a person fail to have the replacement 3G and sim card within the stipulated period as mentioned above, the municipality reserve the right to replace lost items and deduct from the salary.
- 2.2.4 The Municipal Manager/HOD retains the right at any stage to revoke or amend any allocation of 3G or data bundles or to issue any further instructions in respect of this allocation.
- 2.2.5 Where 3G is no longer a requirement of the job, the 3G allocation must be terminated.

POLICY ADOPTION

This Policy has been considered and approved by the **COUNCIL OF AMAJUBA DISTRICT MUNICIPALITY** as follows:

Resolution No:C124:30/05/2017

Approval Date: 30/05/2017