

GREATER LETABA MUNICIPALITY



GLM CELLULAR PHONE ALLOWANCE POLICY

1. PREAMBLE

2. In order to enable and enhance the productivity of the municipality's business units it is vital to make use of the latest means of communication technology.
3. Cellular phones are allocated for sound business reasons, primarily for receiving and making business calls when not located in the office.
4. To provide clear directives and procedures with regard to the approval and payment of cellular phone allowance to employees.
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6. SCOPE OF APPLICATION

7. The policy applies to employees of the Municipality including Traditional Leaders.

8. PURPOSE

9. To regulate the procurement for, and use of cell phones by the employees and Traditional Leaders of the Municipality.
10. To develop a means of managing these assets in an effective and efficient manner and considering the fact that it is used as a working tool.

11. POLICY PROVISION

12. CELLULAR PHONE ALLOWANCE MANAGEMENT

13. The qualifying employee shall enter a fixed term contract with a service provider of choice.
14. The qualifying employee shall submit a 24 or 36 months contract to the Corporate Services Directorate.
15. The qualifying employee shall ensure that the cellular phone is available for business purpose at all times.
16. The municipality shall provide cell phone allowance to qualifying employees.

17. ELIGIBILITY

18. Councillors are provided an allowance in terms of Remuneration of Public Office Bearers Act No 20 of 1998.
19. Traditional leaders are provided an allowance in terms of Remuneration of Public Office Bearers Act No 20 of 1998.
20. Accounting officer, Senior Managers and Managers appointed on contract shall have their cell phone allowances on the basis of contract of employment which they enter with the council.
21. Traditional Leaders and Manager and Deputy Managers will qualify for cell phone allowance automatically.
22. Other Employees are to be approved by the Accounting Officer depending on the nature of jobs they are performing.

23. PACKAGES

24. Managers at R1500 per month.
25. Deputy managers, Chief Superintendents / Personal Assistants at R 1300 per month.
26. Administrative Officers and Superintendents at R1100 per month.

27. Traditional Leaders at RT15-2021 per month.
28. Other personnel (level 7-13) at R 850 per month.
29. PROCEDURE FOR APPLICATION
30. Employees on level 5 to 13 shall submit applications to the Accounting Officer.
31. At the expiry of the 24 or 36 months term, the employee shall submit a new contract.
32. WITHDRAWAL OF A CELLULAR PHONE ALLOWANCE
33. No cell phone allowance shall be payable to an employee who initiates transfer to another position which does not require cell phone allowance.
34. Cell phone allowance shall be payable to an employee whose transfer has been initiated by the municipality to a position which does not require cell phone allowance for period of 3 months.
35. In the event where it can be discovered that the employee is not available at all times, the municipality shall terminate the allowance.
36. Failure to resubmit the contract to Corporate Service the contract shall result in the termination of the allowance.

37. ROLES AND RESPONSIBILITIES

38. The Accounting Officer or his / her delegated assignee(s) accept overall responsibility for
39. the implementation and monitoring of the policy.
40. The financial implications related to implementing this policy shall be qualified and quantified by Corporate Services in consultation with the Budget and Treasury Office.

41. POLICY MONITORING AND EVALUATION

42. This policy shall be implemented and effective once approved by Council.