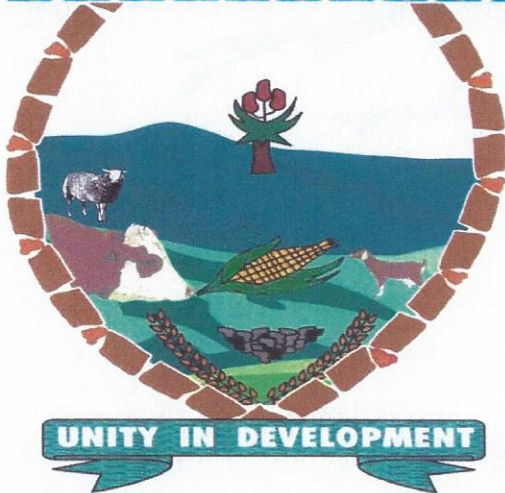


EMALAHLENI MUNICIPALITY



POLICY GOVERNANCE

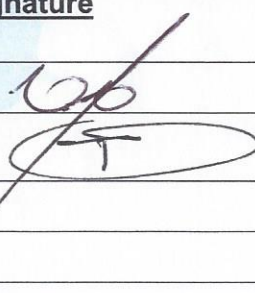
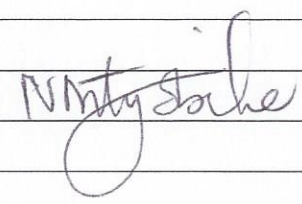
Policy Title	MOBILE PHONE POLICY FOR EMPLOYEES	
Policy Version		
<u>Role & Process</u>	<u>Responsible Individual Name and/or Date</u>	<u>Responsibility Accepted Signature</u>
MUNICIPAL MANAGER	Mr V.C. Makedama	
Policy Custodian	Director: Corporate Services, Mr T. Javu	
Policy Author	Corporate Services	
LLF Consultation Date	27 th June 2022	
HONARABLE SPEAKER	Cllr. N Mtyobile	
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1. POLICY PURPOSE

The purpose of this policy is to:

- 1.1 Standardise and regulate the reimbursement of the costs of business calls and mobile data for internet connectivity.
- 1.2 Comply with the requirements of tax legislation.

2. POLICY DEFINITION

“Act” means the local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)

“Council” means the council of the Municipality of Emalahleni or any duly authorized Committee or official of the said Council.

“Director” means a person appointed by the municipality in terms of section 54A and 56 of the Municipal Systems Act and who is the Head of directorate within the Municipality.

“Municipal Manager” means the Accounting Officer of the Municipality.

“Other relevant municipal Officials” means any other personnel appointed by the Municipality on any post that is lower than HOD post.

3. LEGISLATIVE FRAMEWORK

This document is established within the framework of the following legislation and policies:

- Municipal Systems Act 32 of 2000

4. POLICY OBJECTIVES

The objectives of this policy are:

- 4.1 To ensure that the target audience as indicated in Section 6 is always reachable for any business-related matters.
- 4.2 To ensure that the target audience as indicated in Section 6 can submit any information as required by the institution anywhere as long as there is mobile connectivity.

5. SCOPE OF THE POLICY

This policy covers categories of persons of Emalahleni Local Municipality as indicated in Section 6 of this policy document.

5.1 MOBILE PHONE ALLOWANCE THRESHOLDS

5.1.1 The mobile phone allowance threshold will be determined as follows.

5.1.1.1 The mobile phone allowance for municipal officials will be as determined by the Local Government Bargaining Council.

5.1.1.2 The mobile phone allowance for Senior Managers will be negotiated and approved by Council in line with this policy.

5.1.2 A monthly limit for various employees is illustrated as follows:

5.1.2.1 Municipal Manager: in line with Contract of Employment.

5.1.2.2 Directors: in line with the Contracts of Employment.

5.1.2.5 Middle management: R 1 886.35 monthly (escalating with the salary increases).

5.1.2.6 Practitioners and Secretaries: R 454.95

5.1.2.7 All employees as indicated in section 6 of this document qualify for a data allowance to an amount of R500.00 (escalating with the salary increases).

Any amount above the set limit will be recovered from the employee's salary in full during the month in which the limit has been exceeded.

5.2 GUIDELINES

5.2.1 The relevant officials of Emalahleni Municipality should consider the following guidelines when approving cellphone and data allowances:

5.2.1.1 Head of Departments (HOD) will submit a written motivation to the Municipal Manager for the provision of cell phone and/or data allowance.

5.2.1.2 The allowance will be paid monthly via payroll from a nominated fund.

5.2.1.3 The Municipality pays a cellphone and/or data allowance to officials who constantly use a cell phone and/or mobile wi-fi routers to execute their daily requirements of the job.

5.2.1.4 All the beneficiaries of a cell phone allowance must submit their cell phone numbers to their Heads of Departments.

5.2.1.5 An allowance, as determined by Council, will be paid monthly via the payroll from a nominated fund.

5.2.1.6 The employee is responsible for insuring the phone against theft, loss, or damage.

5.2.1.7 An allowance will not be granted to employees with no official authorization to acquire a cell phone and data for official use; and

5.2.1.8 Beneficiaries are responsible for all acquisition costs.

6. TARGET AUDIENCE

6.1 This Policy applies to the following categories of the person.

6.1.1 Municipal Manager.

6.1.2 Directors

6.1.3 Middle Managers

6.1.4 Practitioners and secretaries

6.1.5 Other employees as determined by their post requirements and nature of their work.

7. POLICY GENERAL CONDITIONS

7.1 This Policy only applies to the above-mentioned categories of the persons due to the nature of the work that they are required to produce or submit when they are not in their places of work, in essence when they are not in the municipality premises.

7.2 Anyone who falls outside these categories is excluded from the policy.

7.3 The content of this policy will come into force and effect when approved by Council and must be reviewed in accordance with the changes in legislation.

7.4 Employees must ensure that the mobile phone, and data devices are always accessible for council activities and functions during office hours, failing which the user may risk losing the allowance.

7.5 If an official is consistently unavailable on the mobile phone for a two-month period, the Municipal Manager have the discretion to stop the allowance of the said person.