



CELLPHONE ALLOWANCE POLICY 2017/18

Summary

Publication Date	
Review Date	January 2018
Related Legislation/ Applicable Section of Legislation	<ul style="list-style-type: none"> • Basic Conditions of Employment Act, Act No.95 of 1997 • SALGBC's Conditions of Service
Related Policies, Procedures, Guidelines, Standards, Frameworks	Collective agreement
Replaces/ Repeals (whichever is relevant, if any)	
Policy Officer (Name/Position)	MW MXEKEZO
Policy Officer (Phone)	040-6733095
Policy Sponsor (Name/Position)	
Department Responsible	Corporate Services
Unit responsible	Human Resources
Applies to	Employees on CTC, Middle Managers and Councillors
Key Words	Cellphone Allowance Policy
Status	Reviewal
Council approval date	
Version	1

REVISION RECORD

Date	Version	Revision Description

CONTENTS

1. TITLE	6
2. PURPOSE	6
3. SCOPE	6
4. PROCEDURE DETAIL	6-7
4.1. Subheading 1	
4.2. Subheading 2	
5. ROLES AND RESPONSIBILITIES	8
6. MONITORING, EVALUATION AND REVIEW	8
7. DEFINITIONS AND ABBREVIATIONS	8
8. SUPPORTING DOCUMENTS	8
9. REFERENCES.....	8
10. APPENDIX	8

1. TITLE

Cellphone Allowance Policy

2. PURPOSE

- The purpose of this policy is to outline the way in which cell phone allowances are allocated and managed.
- To attract and retain competent employees with fringe benefits in addition to the cash component of their remuneration.

3. SCOPE

This policy applies to:-

- Middle Managers
- Any other official who is on cost to company package who has decided to include cellphone allowance in his/her salary breakdown. This may include Councillors and some Middle Managers

4. PROCEDURE DETAIL

4.1 PRINCIPLES

- The Municipality recognises the importance of effective communication both within the organization and externally with its stakeholders.
- An employee who receives cellphone allowance must have a cellphone handset at all times.

4.2 POLICY PROVISIONS

- 4.2.1 Middle managers who are receiving basic salary shall be paid uniform/similar cellphone allowance, in order to attract and retain competent employees.
- 4.2.2 The Municipality will pay a taxable allowance, which may be amended from time to time.
- 4.2.3 Cellphone allowance payable to cost to company employees through their salary breakdown shall not be subjected to any conditions in respect of the amount paid.

- 4.2.4 The amount paid shall be to the discretion of the employee concerned.
- 4.2.5 The Mayor, Speaker, Executive Committee Members and Councillors will be compensated in terms of relevant regulations governing remuneration of Public Office Bearers.
- 4.2.6 In the case of Councillors cellphone allowance shall not exceed R 3 400. 00 per month (2017/2018 gazette)
- 4.2.7 Payment of the monthly cell phone statement is the responsibility of the cell phone owner; for councillors who falls outside corporate account.
- 4.2.8 Ngqushwa will only support one cell phone allowance per employee;
- 4.2.9 Ngqushwa Local Municipality reserves the right to remove a participant from this scheme.
- 4.2.10 The Municipality does not accept any liability for claims, charges or disputes between the service provider and the employee;
- 4.2.11 Recipients of a cell phone allowance must notify their Managers of the cell phone number and must continue to maintain the cell phone rental or air-time/pay-as-you-go contract while in receipt of the allowance.
- 4.2.12 All recipients of cellular allowances will be responsible for their handsets, insure them, keep them in good working order and maintain their required availability as long as they receive a cellular phone allowance.

4.3 Cellphone allowance for Middle Managers who are getting basic salary

- 4.3.1. The cellphone allowance which will be payable together with employee salary on a monthly basis is determined as follows for the 2017/2018 financial year rates.

Post grade	Annual fixed cellphone allowance	Monthly fixed cellphone allowance
12 - 16	R1 106.14	R 13 273. 68

- 4.3.2. The Cellphone allowance will increase at the same rate as the annual percentage increase which is agreed to from time to time by the parties to the SALGBC.
- 4.3.3. Ngqushwa Municipality reserves the right to withdraw a cell phone allowance where there is evidence of abuse or where the job no longer requires the use of a cellular phone.

4.4. DELEGATIONS

Officials implementing this policy, are required to make reference to the latest delegation framework and identify the appropriate delegations applicable to this policy, which may be subject to change from time to time.

4.5. WAIVING OF THE POLICY AND IMPLEMENTATION PROVISIONS

This policy may be partly or wholly waived in consultation with the labour representatives i.e. Trade Unions

4.6. COMMUNICATION

Circulars, messages and notices on notice boards will be utilized in order to inform all employees of the availability of the policy. Copies of the policy will also be distributed to the parties that took part in the consultation process

4.7. REVIEWAL OF THE POLICY

It will be the responsibility of the Corporate Services Department to consider the provisions of this policy on annual basis. The Corporate Services Department shall request all Departments to submit their proposed changes for submission to Council for approval.

5. ROLES AND RESPONSIBILITIES

Role	Authority
Create, evaluate, review and adopt the Rental/Housing Policy	Council
<ul style="list-style-type: none"> Implement and enforce this policy Establish and control the administration necessary to fulfil this policy, and report efficiently and regularly to the Committee in this regard. 	Municipal Manager
<ul style="list-style-type: none"> Ensure that there is compliance with the Rental/Housing Policy 	Director Corporate Services

6. MONITORING, EVALUATION AND REVIEW

A report detailing the progress with the implementation of Cellphone Allowance Policy with specific reference to achievement of this policy has to be compiled every year by the person with the responsibility for implementation and monitoring. The policy must be made available to all consulting parties for perusal and comment and must be circulated to all staff members by means of circulars, notices and notice boards.

7. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Cellphone allowance	Monthly allowance paid to an employee or Councillor to cover the costs of work related cell phone calls.
Qualifying employee	Employee who, by virtue of the nature of his/her duties, qualifies for allocation of a cell phone allowance.
Employees	Full official who are appointed permanent and on fixed term contract.

8. SUPPORTING DOCUMENTS

None

9. REFERENCES

None

10. APPENDIX

None