



**UMZINYATHI DISTRICT MUNICIPALITY**

**CELLPHONE TELEPHONE POLICY**

## **1. Purpose & Background**

uMzinyathi District Municipality wishes to provide the most consistent, convenient and cost effective cellular telephone services possible to its employees.

## **2. Objectives**

The objectives of this policy are to:

- Provide guidelines to employees who have a cellular telephone to conduct municipal business,
- Apply standards to the cellular telephone equipment and service agreements used by its employees;
- Provide a system for monitoring cellular telephone usage patterns so that plans can be routinely modified to better meet the needs of the user,
- Ensure that the municipality's acquisition of cellular telephone services is cost-effective; and
- Establish a system for monitoring future developments in cellular services and selecting those that meet the needs of the municipality.

This policy applies to the employees and councillors of the municipality who use cellular telephones.

## **3. Cellular Service Vendors**

To facilitate accomplishment of the above objectives, the municipality may at its discretion enter into contracts with cellular telephone service providers. During the period when one or more of these contracts is in force, the municipality will only purchase cellular telephones or cellular telephone service agreements for employee use on the basis of these contracts, unless a specific exception is granted.

## **3. Eligibility and Approval**

Cellular telephone usage for individuals should be approved in the annual budget. The municipality shall pay an allowance which shall be revised from time to time depending on the general cost, escalations of air time and rental.

Cellular telephones and services may be provided to certain municipality employees to conduct activities incident to their municipality employment that either cannot be conducted on a land-line telephone or for which it would be inefficient to use a land-line telephone. Requests for cell phones must be recommended by the relevant Head of Department and sent for approval to the Municipal Manager.

#### **4. Personal Calls**

uMzinyathi District Municipality provides cellular telephones to employees and councillors for the purpose of conducting municipal business. The use of municipal owned cellular equipment to make or receive personal calls is discouraged, although it is understood that usage for personal reasons may be necessary in emergency situations.

Cost of personal calls made by any employee will be recovered from the employee. Therefore the municipality will only pay for the usage in respect of official calls.

#### **5. Other Restrictions**

An employee may not operate personal business from a municipal cell phone.

#### **6. Plans, Handsets, Features and Accessories**

The municipality will contract for a set of usage plans, handsets, features and telephone accessories that will serve the needs of most employees.

The Municipal Manager shall have the sole discretion as to which make and model of cellphone shall be provided to any recipient.

#### **7. Damage, Loss or Theft**

All employees/councillors who receive cell phones will be responsible for their handsets, keep them in good working order and maintain their required availability as long as they receive a cellular telephone allowance.

Handsets or other equipment that is damaged in the course of business should be brought to the Manager Corporate Services who will contact the vendor for replacement or repair. Lost or stolen cellular equipment should immediately be reported to Corporate Services and SAPS, as well as a Police Case Number.

## **8. Register of Cellphones**

The Director : Corporate Services shall keep a register of provided cell phones provided to recipients under this section, which register shall state:

- the name and designation of each recipient;
- the date on which the cell phone was issued to the recipient;
- the make, model and serial number of the cell phone;
- whether and when the cell phone was returned for repairs or servicing, and when same was thereafter returned to the recipient;
- whether and when the cell phone was lost, stolen or damaged beyond repair, and the circumstances surrounding such loss, theft or damage;
- whether, when, and the circumstances under which the cell phone was returned to the municipality;
- whether and when such cell phone is scrapped or otherwise disposed of.

## **9. Issuing of Cell Phones for Ad Hoc use**

- The Municipality may obtain up to [ ] cell phones for ad hoc use by staff who do not require cell phones for permanent use but only for temporary, specific purposes (such cell phones being referred to as “issued cell phones”).
- The Municipal manager shall keep a register of issued cell phones, which register shall state:

- the make, model, serial number and date of acquisition of each such cell phone;
- the name of the person to whom it is issued for temporary purposes, the date of such issue and the date on which it is returned;
- whether and when any such cell phone was lost, stolen or damaged, and the circumstances of such loss, theft or damage;
- whether and when such cell phone is scrapped or otherwise disposed of.
- Only the Municipal Manager or a person delegated by the Municipal Manager may authorise the use of an issued cell phone under this section. The Municipal Manager or his delegate may stipulate conditions and limitations subject to which such cell phone may be used.

## 10. Ceiling

An employee will be permitted to make business calls up to the following limits to be reviewed annually based on the budget limits approved by Treasury:

Mayor	-	As determined by the Minister Local Government
Deputy Mayor	-	As determined by the Minister Local Government
Speaker	-	As determined by the Minister Local Government
Municipal Manager	-	R3000
Deputy Municipal Manager	-	R1500
Head of Departments	-	R1500
Head Disaster Management	-	R 1000
Managers	-	R 600
Field Workers	-	R 500
General	-	R 400

**COUNCIL APPROVAL AND EFFECTIVE DATE**

Approval of Policy by Council and Effective date: 17 December 2008