



CELLPHONE ALLOWANCE POLICY 2025/26

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NO.	DESCRIPTION	PAGE NUMBER
1.	EXECUTIVE SUMMARY	3
2.	OBJECTIVES	3
3.	LEGAL REQUIREMENTS	3
4.	APPLICABILITY OF THE MUNICIPALITY	3
5.	PROVISION OF CELLPHONE ALLOWANCE BY THE MUNICIPALITY	3
6.	USE OF TELEPHONES AND CELLPHONES	4
7.	TELEPHONE ACCOUNTS	4
8.	CONDITIONS AND RESTRICTIONS OF USE CELLPHONE ALLOWANCE	5
9.	GENERAL	5
10.	IMPLICATIONS OF THIS POLICY	5
11.	INTERPRETATION OF THE POLICY	5
12.	COMPLIANCE AND ENFORCEMENT	6
13.	AMENDMENT AND/OR ABOLITION OF THIS POLICY	6

S.G.K

1. EXECUTIVE SUMMARY

Policy on telephone and cell phone usage at workplace is essential and seeks to regulate the procurement for, and use of cell phones by, Councilors and staff of the Municipality. Certain staff members due to the nature of their work need to be regularly contactable for business purposes and or to pursue business requirements.

2. OBJECTIVES

- 2.1 To institute controls on the excessive and abusive use of Mandeni Municipality resources and also encourage the cost-effective use of telephone lines by the Officials.
- 2.2 The policy will further attempt to keep telephone expenditure within limits as well as reduce low productivity resulting from private calls.
- 2.3 To regulate telephone and Cell phone usage within the Municipality

3. LEGAL REQUIREMENTS

- 3.1 Allowances and benefits of different members of municipal councils
- 3.2 Local Government: Municipal Performance Regulations for Municipal Manager and managers directly accountable to the municipal manager, 2006.

4. APPLICABILITY OF THE MUNICIPALITY

The policy, will apply to all the following: -

- 4.1 Municipal Manager/Heads of departments and all other municipal officials

5. PROVISION OF CELLPHONE ALLOWANCE BY THE MUNICIPALITY

- 5.1 Senior managers, staff and fixed term contract employees of the Municipality of which their job functions require use of cellphones provided with cellphone allowance.
- 5.2 The procedure to be followed when applying for a cellphone allowance by officials who do not receive a cellphone allowance as part of their contractual obligation is as follows: -
 - 5.2.1 All applications must be made in writing, supported with a proper motivation, and must be directed to the Municipal Manager on recommendation by the relevant Head of Department.
 - 5.2.2 The application must be submitted to the Budget Department who will support or not support such an application by confirming the availability of the budget allocation.
 - 5.2.3 The application must be sent to Corporate Services for the qualification criteria and be approved by the Municipal Manager.
- 5.3 Employees shall be provided with a cell phone allowance, which will be subject to annual review in accordance with prevailing market conditions. Additionally, the allowance will be adjusted annually in line with the Consumer Price Index (CPI) for that year.

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6. USE OF TELEPHONES AND CELLPHONES

- 6.1 Telephone and Cell phone access where applicable are provided for official Communication purpose only.
- 6.2 Municipality's telephones are provided to conduct official business only.
- 6.3 Any use of the telephones for the conduct of any other business or for the financial gain of any other party is expressly prohibited.
- 6.4 The telephones and cell phones are not to be used in any way that offends any person or is in breach of the law or as a device for delivery of offensive or objectionable communication.
- 6.5 international calls and private calls are not permissible and prohibited.
- 6.6 Each and every employee is responsible for his or her own telephone extension and pin code.
- 6.7 If the pin code is stolen or misused the holder will be held responsible and liable for its use.
- 6.8 Heads of Departments must examine telecommunication accounts relating to lines or extensions allocated to employees under his/her supervision. He/she shall make such relevant comments for attention or Information of the relevant person, his or her supervisor or any other official in the department, which shall where necessary be used as evidence should a disciplinary hearing or such appropriate actions be necessary to be taken due to persistent abuse by an employee.
- 6.9 All employees are required to have a telephone register where all calls will be recorded and marked whether they are private calls or business calls.
- 6.10 Calls made after hours, weekends and holidays will be subject to scrutiny and if abuse is proved the caller will be made to pay all private calls made in that particular month.
- 6.11 Corporate Services will be responsible for the telephone accounts checking and if proved that private calls were made, the employee will pay the entire private calls made in that particular month.

7. TELEPHONE ACCOUNT

- 7.1 On a monthly basis Heads of Departments must ensure that all private calls recorded are forwarded to Human Resources for processing.
- 7.2 All employees will be getting telephone allocation as determined by the Municipal Manager in line with their job functions.

8. CONDITIONS AND RESTRICTIONS OF USE CELLPHONE ALLOWANCE

- 8.1 The user shall enter into agreement with cellphone provider.
- 8.2 The contract shall be between the user and the service provider, and the user shall be liable for the payment thereof.
- 8.3 Cell phone allowances shall be affected through the payroll system as a taxable allowance, not construed as inclusive of negotiated remuneration packages.

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9. GENERAL

9.1 The Cellphone allowances will be reviewed annually. This allowance may be removed if the employment conditions as mentioned above have changed
(This therefore, requires the manager of that particular employee to inform HR Office)

10. IMPLICATIONS OF THIS POLICY

- 1.1 All officials must acquire their own cellular phone by means of a contract with a cellular phone service provider.
- 1.2 The user may structure a cellular package that best suits his/her needs, based on personal circumstances. The Municipality recognizes that cell phones are an extension of individuality and as such the user is at liberty to enhance the choice of item through a cash contribution towards the upgrading of available models, currently limited to the extent of allowances received.
- 1.3 The user enters into an agreement/contract with a service provider of his/her choice, i.e. Vodacom, MTN or Cell C, and a copy of such agreement is furnished to the municipality for validation purposes.
- 1.4 The contract is between the user and the service provider, and the user is liable for the payment thereof.
- 1.5 Cellphone allowance that is affected through the payroll system is a taxable allowance and should not be construed as inclusive of a negotiated remuneration package.
- 1.6 The user is responsible for insuring the phone against theft, loss or damage and ensures that the cellphone is available for Council's use at all times, failing which the user will sacrifice the allowance.
- 1.7 An allowance will not be granted to employees with no official authorization to acquire a cell phone for official use.
- 1.8 Maintenance and insurance of cellular phones is for the cost of each user.

11. INTERPRETATION OF THE POLICY

- 11.1 All words contained in this policy shall have the ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 11.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 11.3 The Municipal Manager shall give a final interpretation of this policy in case of a written dispute.
- 11.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council.

12. COMPLIANCE AND ENFORCEMENT

- 12.1 Violation of or non-compliance with this policy will give just cause for disciplinary steps to be taken.
- 12.2 It will be the responsibility of the Council to enforce compliance with this policy.

AMENDMENT AND/OR ABOLITION OF THIS POLICY

This policy may be amended or repealed by the Council as it may deem necessary

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MANAGER HUMAN RESOURCE AND ADMINISTRATION
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MUNICIPAL MANAGER
SG KHUZWAYO

30/06/2025
DATE: