



HUMAN RESOURCE POLICY CELLULAR PHONE

Policy No: NLMHREB002	Effective Date: 01 April 2008
Approved:	Review Date: 01 April 2009

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

1. SCOPE

This Policy is applicable to all employees of Ngwathe.

2. PREAMBLE

The objective of this policy is to provide guidelines for the acquisition, use and maintenance of cellular phones for employees of Ngwathe.

3. POLICY

3.1 Ngwathe will acquire cellular phone handsets and enter into contracts with the service provider for business or official use by the employee who is required to be in possession of a cellular phone as per the inherent requirements of the position e.g. field workers and senior management.

- 3.2 The criteria for granting a cellular phone limit to employees will be determined by the Municipal Manager or delegated authority based on whether the job description of a specific position requires a degree of mobility; and provided that clause 3.3. is complied with. The agreed limit will be reviewed on an annual basis to coincide with increases by the cellular service provider.
- 3.3 The following general requirements will serve as criteria to qualify for the receipt of a cellular phone and limit by all categories of qualifying employees of the Municipality:
- 3.3.1 The use of alternative communication methods should be impractical or impossible for certain critical periods of time;
 - 3.3.2 The duties of the employee concerned should require that he/she be reachable at all reasonable times;
 - 3.3.3 Communication should be available in handling emergencies within the job description of the employee concerned;
 - 3.3.4 The employee concerned is not always office bound.
 - 3.3.5 Communication is required with key personnel and clients of Ngwathe;
- 3.4 Any excessive claims (claims over agreed limit including contract fees) have to be accompanied by reasonable motivation and must be approved by the relevant Line Manager. There will be no need to reconcile the itemised billing if the employee's cellular phone account is within the limit.
- 3.5 Cellular phone usage for individuals should be approved in the annual budget. Departments should set the amount for usage based on past usage of individuals and keep within the approved budget amount.

- 3.6 All recipients of cellular phone will be responsible for their handsets, keep them in good working order and maintain their required availability as long as they receive a cellular phone limit.
- 3.7 In the event of a cellular phone being lost or damaged, the employee will be required to pay for a replacement phone.
- 3.8 In the event of a cellular phone being stolen, Ngwathe will replace the phone, however if such phone is stolen again within a one year period, the employee will be liable for the replacement costs.
- 3.9 If the employee leaves the organisation, he or she will be given the option to register or change the account into his or her own name. Ngwathe will at all times have the discretion to either give the cell-phone and simcard permanently to the employee or retain it.
- 3.10 Cellular phone usage for individuals should be approved in the annual budget. Departments should set the amount for usage based on past usage of individuals and keep within the approved budget amount.

4. AUTHORITY

Formulation Policy	:	Municipal Manager
Authorisation Policy	:	Council
Ownership and Maintenance Manager	:	Director Corporate Services