

CELL PHONE ALLOWANCE POLICY

Policy: Cellphone allowance policy	Effective Date:
Approved:	Review Date: 31 March 2020

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.

1. SCOPE

- 1.1 The policy applies to all employees receiving a cell phone allowance from the municipality.
- 1.2 Section 57 employees will ensure that they provide for a minimum cell phone allowance equal to at least Level 1 as stipulated in this document within their total remuneration package.

2. POLICY ADMINISTRATION

Responsibility and authority to implement this policy is with the Municipal Manager or his delegated officials.

3. ELIGIBILITY

- 3.1 Cell phone allowance per month will be allocated as follows:

- Level 1 – R 800.00 pm
- Level 2 – R 800.00 pm
- Level 3 – R 800.00 pm

3.2 All employees whose jobs require continuous extensive use of cell phone will submit their request to the Municipal Manager, who will investigate and allocate cell phone allowance to that post in accordance with the above levels.

3.3 For employees to benefit from this policy employees should be in possession of a cell phone registered in their name

3.4 Employees receiving cell phone allowance should ensure that their cell phones are at all reasonable times contactable and should activate their voice mail.

4. CELL PHONE MAINTENANCE

4.1 Cell phone owners are responsible to have data, airtime, all maintenance and safe keeping of their own cell phones.

5. AUTHORITY

Formulation Policy : Director Corporate Service

Authorization Policy : Council

Maintenance Manager : Manager Human Resource