



TELEPHONES AND CELLULAR PHONES

File Name	Telephones and Cellular Phones
Original Author	Department of Culture, Sport and Recreation
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51

1. PREAMBLE

- 1.1 The Department of Culture Sport and Recreation in enabling employees to perform, has adopted a policy that warrants employees in certain areas of departments and because of their roles and responsibilities, purchase of cell phones for use in those purposes / make use of a bulk contract with an approved service provider.
- 1.2 Employees shall make use of their cell phones and claim compensation from the employer for subscription costs for itemized billing and official calls made.
- 1.3 Alternatively the Department of Culture, Sport and Recreation will consolidate all cell phone numbers of officials who qualify for the cell phone allowances and enter into a corporate agreement for a long term contract with any service provider contracted by the **National Treasury** for the management and administration of cellphone allowances.
- 1.4 This arrangement will assist in ensuring that the department has only one account to pay at the end of the month than the number of Cell phone claims processed from individual officials.
- 1.5 The department will consolidate all Limits ranging up to R 2,000.00 per month that are allocated to individual officers according to value of their work responsibility and the nature of the work done.
- 1.6 Each user is expected to sign a contract with the service provider in order to obtain continuous telecommunication services. Approval must be obtained before cell phones are secured from the service providers, and where a corporate agreement is entered into between the department and the service provider, the department will be responsible to sign for the contract.
- 1.7 It should be noted that only users with contracts with the service providers would be compensated for their approved cell phone usage.

52

NB. Where possible a Corporate Departmental Service Contract on cell phone can be arranged with a specific service provider in ensuring that all officials who qualifies , including those that are on pay as you go arrangements are given the opportunity to transfer their number to the registered contracted service provider and be issued with the long term contract.

2. PURPOSE OF THE POLICY

The purpose of this policy is to provide guidelines on the acquisition, usage of telephones and cellular phones by employees for official purposes in line with the relevant Treasury Regulations. The policy also aims to provide regulatory framework to contain the costs of using these facilities.

3. AUTHORIZATION

This policy is authorized in terms of the Public Finance Management Act of 1999 (Act No. 1 of 1999).

4. REGULATORY FRAMEWORKS

4.1 Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations;

5. PROCUREMENT AND ALLOCATION

Unless stated otherwise by the Accounting Officer, official within the department will be responsible for the purchase of their own cell phone equipment and will only be subsidized by the Department on the rates as stipulated and recommended by the Departmental Cell phone Committee for approval by the Accounting Officer in line with the Departmental approved policy, or where possible as indicated the department will be responsible for the management and administration of the corporate account on behalf of the officials who entered into a long term contract with an approved service provider.

51

6. MONTHLY LIMITS

- 6.1 Monthly limits allocated to officials, depending on type of work, responsibility, workload demand and the motivation given will be allocated as per **table 10.1**
- 6.2 The limits shall be reviewed annually to establish the need and benefits in enabling performance of job designated to do whilst helping to offset the effect of the inflation on the cell phone costs.

7. USER'S RESPONSIBILITIES

- 7.1 The employee shall be responsible for the purchase of their cell-phones and enter into an agreement with licensed service providers, e.g. MTN, Vodacom or Cell C, etc., or where possible the department will be responsible to make the necessary arrangement with the contracted service provider on behalf of the employees.
- 7.2 The employee shall be charged by the services providers for their monthly service fee and phone calls; and in case of the corporate contract the department shall be charged by the contracted service provider on behalf of the employees.
- 7.3 The employee shall settle his/her own account at the end of the month; or the department shall settle the corporate account at the end of each month on behalf of the employees.
- 7.4 The employee shall be responsible for the replacement of his/her cell phone if there is a need for that; or where the department has entered into a corporate account, the contracted service provider shall be responsible for the replacement of the cellphones in line with the contract as agreed with the employer.
- 7.5 Employees who use their cell phones in their motor vehicles must personally carry the cost of installing hand-free car kits.

8. RESPONSIBILITIES OF THE DEPARTMENT OF CULTURE SPORT AND RECREATION

51

The Department shall undertake the following:

- 8.1 To refund the employee his/her monthly service provider fee (subscription fee and cost for itemized billing) as well as for all official calls made to a maximum of the monthly limit set by the Accounting Officer.
- 8.2 Ensure that the limit that has been set covers all costs to be refunded including VAT.
- 8.3 The actual proof of the monthly account is submitted to the Department with the claim for re-imburement. Use should be made of the prescribed claim form for S & T to claim the refund.
- 8.4 The refund shall be applied for on an approved claim form and the claim shall be processed accordingly to make a refund.
- 8.5 The authorization of such refund shall be recommended by line manager concerned and approved in terms of the normal S& T claim processes.
- 8.6 **Or where the department has entered into a corporate account on behalf of its employees, the department will be responsible for the management and administration of the account and ensures that individual official's cellphone limits are programmed as such with the contracted service provider.**

9. OFFICIALS ON LEARNERSHIP PROGRAMME

Officials who are on the learnership programme and qualify for the usage of cell phone shall be considered for the period of learner ship as recommended by the Program managers to the departmental committee responsible and approved by the HOD. In this case officials shall be compensated for the use of their cellphones on their own contracts without them being included in the corporate account.

10. USE OF OFFICIAL TELEPHONES/LAND- LINES

This is an important working tool, which enables workers to reach stakeholders with ease. Proper control measures need to be put in place to effectively control the use of telephones to execute official duties. Without such measure officials could use telephones for private purposes that will result in fruitless expenditure being incurred.

51

10.1 MONTHLY LIMITS

Monthly limits allocated to officials are as follows:

Rank	Amount of cell phone limit	Amount of telephone phone limit
MEC	0	0
Accounting Officer	0	0
General Manager/ Senior Manager	R1 500.00	R800.00
Personal Assistants to MEC / HOD	R1 500.00	R 800.00
Manager	R 1200.00	R 500.00
Chauffeurs / Drivers OR VIP Support Units	R750.00	-
Assistant Manager / Admin Officer	R750.00	R 500.00
Secretaries , equivalent ranks	R500.00	R1000.00

For an official to be allocated additional amount due to the work- load for the period approval must be obtained from the Accounting Officer as recommended by the Committee responsible.

10.2 Private Calls

A person in the employment of the Department of Culture Sport and Recreation may, within reasonable limits, be allowed to use an official telephone for essential private calls, provided the privilege is not abused, and when verified shall under no circumstances exceeds the official calls made for the period.

21

For the measures contained in this document to effectively implemented, the following shall be strictly adhered to:

10.2.1 Itemized telephone bills, printed with the name of the user and his/her office, will be withdrawn from the database on a monthly basis.

10.2.2 These bills will be handed to various responsibility managers for distribution to the users.

10.2.3 Users must, within 7 days, check the bills, clearly mark their private calls, add the amounts up and indicate the total amount.

10.2.4 Users must immediately hand the bill to the responsibility manager concerned.

10.2.5 Responsibility manager must keep record of the date of distribution and return of telephone bills. In cases of undue delays, he must take appropriate action.

11. SCOPE OF APPLICATION

The policy shall be applicable to all employees within the Department of Culture, Sport and Recreation.

12. AMENDMENTS

The policy shall be in force for the period of three year from date of approval, and any amended as and when necessary, shall follow the initial process of policy consultation.

13. POLICY APPROVAL



MR. GS NTOMBELA

HEAD: CULTURE SPORT AND RECREATION

DATE 01/04/2012