

# WIRELESS DEVICES POLICY

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## 1. POLICY STATEMENT

- i. This policy is established as guidance to employees, who by the nature of their work, are required to be accessible by telephone/e-communication regardless of the time of day, day of the week, or geographical location. Municipal Manager and Department heads will determine service equipment and the type of services necessary to fulfil specific Municipality responsibilities although a Municipal Manager has a final say on who gets the contract voice (**cell phone**) and data (**3G, WiFi, Tablet, etc**) and why. Costs related to these services will be the responsibility of the Municipality.
- ii. Municipality employees are strongly discouraged from using a Municipality provided wireless devices for personal business or conducting Municipality business on any wireless devices while operating a motor vehicle. Employees are encouraged to use "hands-free" phones in limited situations and not for prolonged conversation. Wireless devices use while driving should only occur in an emergency situation.
- iii. This policy applies to all wireless devices contracts entered into by Matjhabeng Municipality employees, effective as of the date of this policy. Department heads may establish wireless devices use policies that are more but not less restrictive than this policy.

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## **2. PURPOSE**

- (i) This policy establishes guidelines for procurement, possession, and appropriate use of Municipality-owned wireless devices.
- (ii) To define guidelines for the reimbursement of personal calls and services by the employee to the Municipality
- (iii) To provide guidelines on the acquisition and use of wireless devices for councilors and other officials.
- (iv) To reduce unnecessary wireless device costs to the Municipality and to avoid violation of state mandates regarding cellular phone/3G card/WiFi/Tablet use.

## **3. ENTITIES AFFECTED BY THE POLICY**

All Matjhabeng Municipality full and part-time employees, including wage employees. This policy also governs wireless devices acquired via grants and contracts awarded in Matjhabeng Municipality's name.

## **4. CRITERIA FOR ALLOCATION OF WIRELESS DEVICES REIMBURSEMENTS.**

- (i) Cognizance should be taken of the fact that there are strategic posts within the council and there are members of council whose responsibilities are of such a nature that they need wireless devices.
- (ii) Only Executive Mayor, The Speaker, Chief Whip, all full time councilors, Municipal Manager and Executive Directors qualify for wireless devices reimbursements.
- (iii) It is imperative that sufficient funds are available in the budget for these expenses.

## **5. GENERAL CONDITIONS**

- (i) Wireless devices must be obtained by means of rental agreement by each individual member of council.

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- (ii) The contract entered into by each individual member of council forms the basis for reimbursements.
- (iii) The reimbursements should not be seen as an allowance, because it will then be taxable.
- (iv) Council is responsible for rentals and subscriptions for officials, if the handsets/devices chosen by the councillor/official exceed what package offers, councillor/official will be liable to pay the excess amount.

### 6. AUTHORITY TO APPROVE

#### 6.1 CONCILLORS, CHIEF WHIP, SPEAKER AND ANY POLITICAL OFFICER'S REIMBURSEMENT

- (i) The Executive Mayor or his delegate (**Chief of Staff**) has the authority to approve or reject applications (motivation letter/submission) for wireless devices based on this policy. Manager ICT/cell or wireless device Administrator will also have an authority to recommend or do not recommend based on whether the applicant do or don't qualify in terms of the policy. If the applicant is dissatisfied, he/she may escalate matter to either Executive Mayor or his delegate (chief of staff) depending on who has rejected the application.
- (ii) An application form must be completed, and the councillor must inform the Cellphone Administrator if a contract for the wireless device is cancelled.
- (iii) Determined by the **CIRCULAR 04/14 DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF COUNCILLORS FOR 2013/14 FINANCIAL YEAR.**
- (iv) Final approval will be done by the Municipal Manager.

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## 6.2 OFFICERS' REIMBURSEMENT

- (i) The Supervisor, the relevant Executive Director or/and will have the authority to either recommend or not recommend applications (motivation letter/submission) for wireless devices. Manager ICT/cell or wireless device Administrator will also have an authority to recommend or do not recommend based on whether the applicant do or don't qualify in terms of the policy. If the applicant is dissatisfied, he/she may escalate the matter to either his/her HOD or the Municipal Manager depending on who has rejected the application.
- (ii) An application form must be completed, and the individual official must inform the Cellphone Administrator if a contract for the wireless device is cancelled.

## 7. LOSS OR THEFT OF OR DAMAGE TO WIRELESS DEVICES (*cellphone and tablets ONLY*)

All devices are insured and users **ALL** liable to pay excess amount in case the claim is approved. If however any damage or loss occurs as a result of negligence on the part of wireless devices holder, and the insurance doesn't pay, the repair and procurement costs to such damages shall be borne by the said official or councilor.

## 8. INTERNATIONAL ROAMING

International roaming **should** be deactivated by default, international shall not by any means be activated on any device/account for any reason/purpose.  
The user will be liable for all the costs resulted from international calls.

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## 9. INSURANCE

The Municipality has covered ALL the devices in case of the theft, loss and damage.

## 10. PROCEDURE

### (i) SERVICE INTERNAL APPLICATION

- ◆ The detailed motivation letter that explains why an applicant should have the service must be written and be recommended by the supervisor/manager and a relevant director of the applicant, funds be confirmed by Finance department, recommendation based on whether the applicant do or don't qualify for the service by ICT Manager/Wireless device Administrator. The CFO will either recommend or not, and then the final approval be made by the Municipal Manager.
- ◆ Signed applicant motivation letter will be processed by ICT and application forms from Service Provider be filled and send to both the CFO and the Municipal Manager for the signatures. The accompanying letter to the Service Provider signed by the Municipal Manager together with the Application form will be sent to the Service provider.

### (ii) ACQUISITION

- ◆ The council shall enter into contract with a wireless devices service provider for the acquisition and use of wireless devices on behalf of councilors and qualifying officials or individual may enter into contract after the approval of Mayor in the case of councilors or the Municipal Managers in the case of officials.

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- ◆ Wireless devices will either remain the property/ies of the Municipality after the contract of 24 months has expired, or the user pay 20% of the device's initial amount/value.

### **(iii) TERMINATION OF SERVICE**

- ◆ Should an employee/councillor leave the municipality s/he will have to return the wireless device and sim card on or before his/her last day of employment within the Municipality.
- ◆ Should an employee/councillor be suspended s/he will have to return the wireless device together with a sim card on or before his/her last day of employment with the municipality and it will be kept until s/he returns.
- ◆ Should an employee/councillor stops acting in a supervisory capacity s/he will have to return the wireless device and sim card on or before his/her last day of her/his acting position.
- ◆ The transfer of the wireless device or the wireless device to the employee will be possible under the following circumstance;
  - Her/his work contract with the Municipality expires and wish to continue using the number, in this case s/he must write the letter to request the Municipal Manager's approval of contract transfer to her/his names and s/he will be liable for ALL contract's costs.
  - S/he leaves the Municipality with whatsoever reason but wish to continue using the number, in this case s/he must write the letter to request the Municipal Manager's approval of contract transfer to her/his names and s/he will be liable for ALL contract's costs and
  - S/he paid finance deal for the device s/he has chosen, in this case s/he must write a letter to the salaries department to give a consent of a

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monthly salary deduction for the period of two years or once off. This will be determined by the difference between the subsidy amount and a line debited amount.

- ◆ Else **ALL** the devices remain Municipality's property.
- ◆ If however s/he wish to keep a device after a period of 2 years, an official may do so under one condition;
  - S/he pays a certain percentage that will be determined by period the devices has been used multiply by original price. **NB: See table below.**

**(iv) MONTHLY ACCOUNTS/LIMITS**

Months used	Percentage of original price
0-3	100%
3-6	75%
6-12	60%
12-18	45%
18-24	20%

It is the responsibility of the users to check their balances. In case the limits are exceeded, the account statements will be sent to Salaries Division, and the deductions of an excess amount will be done from salaries accordingly.

OFFICIALS	VOICE	PACKAGE	DATA	PACKAGE
Municipal Manager	R 2 099-00	Red Executive	R269	MyGig5
Executive Directors	R 2 099-00	Red Executive	R269	MyGig5
Senior Managers	R 769-00	uChoose Smart XL	R269	MyGig5
*#Acting Personnel	Will be determined by the position acting on		R269	MyGig5

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## 11. QUALIFYING OFFICIALS AND ALLOCATION OF FUNDS

OFFICIALS	VOICE	PACKAGE	DATA	PACKAGE
The Mayor	Determined by Circular-04-Jan-2014-Determination-of-Upper-Limits-of-Salaries		R269	MyGig5
The Speaker	Determined by Circular-04-Jan-2014-Determination-of-Upper-Limits-of-Salaries		R269	MyGig5
The Chief Whip	Determined by Circular-04-Jan-2014-Determination-of-Upper-Limits-of-Salaries	Red Executive	R269	MyGig5
MMCs	Determine by Circular-04-Jan-2014-Determination-of-Upper-Limits-of-Salaries	Red Executive	R269	MyGig5
Chief of Staff	R 2 099-00	Red Executive	R269	MyGig5
Senior Managers	R 769-00	uChoose Smart XL	R269	MyGig5
*# Acting Personnel	Will be determined by the position acting on		R269	MyGig5

## 12. OTHER EMPLOYEES AND FUNDS ALLOCATION



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Any employee whose job requires that s/he be able to be contacted urgently and / or for whom possession of wireless devices are essential requirements for the performance of his / her job, may apply for a cell phone SIM only plan.

POSITION	Price plan	Cost with SIM only	Monthly minutes (Double)	Monthly Megs (Double)	Free SMSs
*Other employees	uChoose Smart S	R229	75*2 = 150 minutes	200*2 = 400 MB Data	400 SMSs
*Managers	uChoose Smart L	R579	250*2 = 500 minutes	500*2 = 1 GB Data	1000 SMSs
*Communication, Marketing & Branding Officer	uChoose Smart XL	R809	400*2 = 800 Minutes	800*2 = 1.6 GB Data	1600 SMSs
*# Acting Personnel	Will be determined by the position to act on.				

\* Motivation letter is required, neither recommendation nor approval is guaranteed, (clause i and ii of 6.1 and 6.2).

# It is a responsibility of the acting personnel to inform the Municipal Manager and ICT if stops acting on a supervisory capacity, therefore hand back the municipal's device/s.

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## **1. WHO SHOULD READ THIS POLICY?**

- Executive Mayor, Chief Whip, Speaker and Members of Mayoral Committees
- Municipal Manager, Executive Directors, Senior Managers and Managers
- Employees requiring wireless device access
- Individuals acting in a supervisory capacity
- Procurement Personnel (Wireless device administrator)
- Accounts Payable – Salaries section
- ICT Manager