

**SECTION HR 24**

**AM AHLATHI**  
**MUNICIPALITY**

**CELLULAR**

**PHONE**

**POLICY**

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**CELLULAR PHONE POLICY**

**1. Purpose of the Policy**

1. The user may structure a cellular package that best suites the needs of the individual, based on personal circumstances.
2. The user enters into an agreement with a service provider of choice and a copy of such agreement must be furnished to the Council for verification purposes.
3. The agreement is between the user and the service provider and the user is liable for the payment of any costs arising therefrom.
4. Cellphone allowances will be effected through the payroll system of the Council as a taxable allowance.
5. The user may recoup depreciation charges / wear and tear allowances on cellular phone items from taxable income upon completion of annual statutory tax returns.
6. The user is responsible for ensuring the cellular phone against theft, loss or damage and must ensure that the cellular phone is available for use in connection with user’s official duties at all times.
7. Fixed cellphone allowances will be paid to the users per month as detailed below:

7.1	<b>Municipal Manager</b>	<b>R800 pm</b>
7.2	<b>Manager reporting directly to Municipal Manager</b>	<b>R500 pm</b>
7.3	<b>Assistant Managers</b>	<b>R400 pm</b>
a.	Any <b>Staff Member</b> other than those members mentioned in 7.1, 7.2 and 7.3 above be required to have a Cellular Phone permanently, a motivation must therefore be submitted by the respective Head of Department to the Executive Committee for consideration	<b>R300 pm</b>