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## **4.8 POLICY AND PROCEDURE WITH REGARD TO CELLPHONE, DATA CARDS AND LANDLINES (SPEECH AND DATA)**

**Policy Number: 07/07/09 Audit Committee 08/11/18**

**Scope: The policy contains the SU rules and procedures with regards to cellular phones, data cards and landlines (speech and data)**

### **Policy:**

#### **GENERAL**

The need for availability of cellular phones, data cards and data lines for official use by SU staff is increasing. The University wants to fulfill this need in a responsible manner. The operational costs of these services are considerably higher than those of normal office phones and this means that great care should be taken when fulfilling this need.

The policy makes provision for the staff member to apply for a monthly allowance for the fixed monthly subscription payable, e.g. cellphone/data card/line contracts (including ADSL) as well as the reclaim of actual expenses (e.g. prepaid air/data time). The payment of an allowance and actual expenses shall only be considered in cases where this type of service is essential for the proper execution of the staff member's official tasks (see criteria on which applications will be considered below).

#### **PROCEDURE FOR APPLICATION**

- Applications should be completed on the prescribed application form obtainable from the Human Resources website, downloadable documents.
- All applications, including supporting documents as proof of monthly fixed expenses, should be submitted for approval to the Dean / Head of Environment via the Head of Department / Executive Head / Discipline Head / Division Head.
- The Dean / Head of Environment considers the application in the light of the policy, criteria and availability of funds.
- The approved application should be sent to your Human Resources practitioner, who will make further arrangements for the payment of the allowance.



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## CRITERIA ACCORDING TO WHICH APPLICATIONS WILL BE CONSIDERED

The following criteria are applicable when the award of a speech/data allowance is considered:

- Immediate availability for making crucial decisions on a 24-hour-a-day basis.
- Essential liaison/communication by staff who are on official duty in isolated places where ordinary telephones are not available.
- Official support and security services by staff who move around a lot and who need to be contacted immediately in the case of emergencies.
- The availability of funds.

## FINANCIAL ARRANGEMENTS

- A member of staff who is awarded a speech/data allowance is personally responsible for obtaining/installation of a suitable instrument/service, entering into a line rental contract in his/her own name and for the monthly payment of the account.
- Equipment may not be funded by a cost centre, regardless of the source of funding.
- Because the user is the owner of the instrument, he/she is responsible for insuring the instrument and for its replacement in the case of loss.
- On all approved applications that are sent to Human Resources, the source (cost point) from which the allowance is to be financed must be indicated. (No additional funds are allocated for this purpose and the allowance must be financed from the normal operating budget or from own funds.)
- The University pays a monthly allowance to the member of staff. The allowance will be reviewed annually by the responsible persons at the Human Resources Department and the Finance Division and if necessary, the proposed changes will be presented for consideration. This monthly allowance is taxable. The maximum allowance amount is set out in the addendum to the policy.
- If the monthly line rental, insurance and **official** calls/data amount to more than the prevailing allowance, the staff member is entitled to claim back the amount exceeding the allowance from Financial Services in the usual manner, on submission of proof as explained below. Persons who submit additional claims from non-budget cost points are still entitled to do so, regardless of whether the staff member receives a speech/data allowance or not.
- All additional claims must be sent to Financial Services. Financial Services will check the following:
  - If an original, detailed statement is attached and whether an indication is provided of which calls/usage were for business purposes.
  - Whether the requisition was in fact signed by the Head of the person who has requested the additional claim.



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An additional claim from a budget cost point shall only be approved if the claimant already receives an allowance. Claims from non-budget cost points will be paid out if funds are available at the cost point.

All payments will be done by Human Resources. Claims that are submitted to Human Resources before the cut-off date will be paid, tax free, at the same time as the monthly salary at the end of the month concerned. This amount will appear on the staff member's IRP5 under non-taxable earnings.

### **DEPARTMENTAL CELLPHONE AND DATA CARDS**

- Official departmental cellular/data card contracts are administered centrally by Division Funds and Asset Management.
- Departmental cellphone/data contracts are only available if the cellphone/data card is to be used on a rotating basis in the relevant department or if the cellphone/data card is needed for security/standby services within the department.
- A motivated application for obtaining a cellphone/data card contract must be submitted to Funds and Asset Management, including the responsible cost centre for the monthly contract fee as well as the approval from the relevant cost centre owner.
- The applying department will be responsible for all relevant costs. Stellenbosch University does not provide any insurance cover on cellphone instruments, nor provide for excessive usage costs.

### **Contact Division:**

- Human Resources with regards to allowance.
- Funds and Assets Management with regards to departmental cellphones/data card contracts.
- Financial Services for claiming additional costs.



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## **ADDENDUM TO THE POLICY AND PROCEDURE WITH REGARD TO CELLPHONE, AND DATA CARDS AND LANDLINES (SPEECH AND DATA)**

### **Finance Committee: 2018/08**

This policy makes provision for a monthly allowance to be paid to a staff member for the fixed monthly subscription payable for voice/data services where this type of service is absolutely essential for the proper performance of the staff's official tasks (refer to policy 2.4 regarding application criteria and procedure).

The allowance will be reviewed annually.

This allowance makes provision for insurance as well as tax liability (40%).

**The maximum allowance amount is set out below and is as follows from 1 November 2018:**

#### **1. Speech Allowance (cell phone and landline):**

- Standby and security services      R220.00 pm
- Other official services                R490.00 pm

#### **2. Data Allowance (cards and landline):**

- Mobile:
  - 1 GB                                        R120.00 pm
  - 5 GB                                        R300.00 pm
  - 10 GB                                      R710.00 pm
- Landline:
  - Home SoftCap (100GB) Adv Plus + 2GB Mobile                R380.00 pm
  - Unlimited Home DSL 10Mbps + 2GB Mobile + c/plan            R820.00 pm



**APPLICATION FOR COMMUNICATION ALLOWANCE**

**PLEASE NOTE: All applications should include a copy of the applicable contract**

**1. Details of Applicant**

Surname: \_\_\_\_\_ Initials: \_\_\_\_\_  
 UT Number: \_\_\_\_\_ Tel number: \_\_\_\_\_  
 Department / Division: \_\_\_\_\_  
 Cell phone number: \_\_\_\_\_ Allowance amount: \_\_\_\_\_  
 Data card number: \_\_\_\_\_ Allowance amount: \_\_\_\_\_  
 Landline number: \_\_\_\_\_ Allowance amount: \_\_\_\_\_  
 Cost centre: \_\_\_\_\_ Project number: \_\_\_\_\_  
 Motivation for application:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby declare that my application for an allowance meets the criteria as stipulated in the Policy for Cellphone, Data Cards and Landlines. All the necessary information is provided along with proof of my existing cell phone contract.

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

**2. Recommendation by Head of Department**

Surname:	_____	Initials:	_____
UT Number:	_____	Tel number:	_____
Position:	_____		
Motivation:	_____ _____ _____		
_____ <b>SIGNATURE</b>		_____ <b>DATE</b>	



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**3. Approved by Dean/Environmental Head**

Surname: \_\_\_\_\_

Initials: \_\_\_\_\_

UT Number: \_\_\_\_\_

Tel number: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

By approving this application, I declare that it meets the criteria as stipulated in the Policy for Cell phone and Data card Allowances, and all the necessary information is provided along with proof of the existing cell phone contract.

Office use:

\_\_\_\_\_  
**APPROVED**

\_\_\_\_\_  
**DATE**

**NB: Requests which are not completed in full or the necessary proof is not attached, will be sent back.**