

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 the availability of cellular phones, data cards and data lines for official use by SU staff is increasing. The University wants to fulfil 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, eg. cellphone / data card / line contracts (including ADSL)) as well as the reclaim of actual expenses (eg prepaid air / data time). The payment of an allowance and actual expenses shall only be considered in cases where this type of service is absolutely essential for the proper execution of the staff member's official tasks (see criteria on the basis of 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, which will make further arrangements for the payment of the allowance.

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 service 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 has to 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.

An additional claim from a budget cost point shall only be approved if the claimant already receives a 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 before the cut-off date to Human Resources 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 is 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. The SU does not provide any insurance cover on cellphone instruments, nor 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

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
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APPLICATION FOR COMMUNICATION ALLOWANCE

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

1. Details of Applicant

Surname and Initials _____

UT-Number Tel nr _____

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

Signature and Initials _____

UT-Number Tel nr _____

Position _____

Motivation

Signature Date _____

3. Approved by Dean / Environmental Head

Surname and Initials _____

UT-Number Tel nr _____

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 witch are not completed in full or the necessary proof is not attached, will be send back.