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To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors (Head Office and district offices) and Chief Education Specialists (Head Office and district offices)

Short summary: *This circular is to re-issue the Cellular Phone Policy of the Western Cape Education Department, 2017.*

**Subject: Cellular Phone Policy of the Western Cape Education Department, 2017**

1. The purpose of this communiqué is to re-issue the Cellular Phone Policy of the Western Cape Education Department. The Cellular Phone Policy of the Western Cape Education Department, 2017, is attached and comes into effect on 01 April 2017.
2. The revised policy includes the following amendments:
  - (a) The allocation of allowances (paragraph 4.8).
  - (b) The requirement of a written motivation when requesting an increased allowance (paragraph 4.9).
3. The Cellular Phone Policy of the Western Cape Education Department, 2017 replaces all previous policies and circulars on this matter.
4. Directors at Head Office and district offices are kindly requested to bring the attached policy to the attention of all officials.

**SIGNED:** BK SCHREUDER  
**HEAD: EDUCATION**  
**DATE:** 2017-03-10



**Western Cape  
Government**

Education

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# **Cellular Phone Policy of the Western Cape Education Department, 2017**

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## 1. DEFINITIONS

“**Allowance**” means the official cellular phone allowance allocated through formal application to an office-based official in the employ of the Western Cape Education Department (WCED);

“**Official**” means any office-based official in the employ of the WCED;

“**Official call**” means any call that is or can directly be linked to official business or functions; and

“**Private call**” means any call that is not an official call.

## 2. PURPOSE

The purpose of this policy is to—

- (a) Manage and administer allowances effectively within the WCED; and
- (b) Align this policy with the transversal Cellular Phone Policy of the Western Cape Government.

## 3. SCOPE

3.1 This policy applies to all officials of the WCED whose service-delivery requirements necessitate the use of a cellular phone.

3.2 This policy does not apply to—

- (a) Specialised data services, such as cellular data modems or telephone routers; or
- (b) An official who occasionally uses his or her personal cellular phone for official purposes.

3.3 Where an official occasionally uses his or her personal cellular phone for official purposes, the Department may reimburse the actual

expenditure incurred in this regard on presentation of a claim supported by a detailed bill from the service provider.

#### **4. ALLOCATION OF AN ALLOWANCE**

- 4.1 When allocating an allowance, the emphasis is on the employer's interest and on the function to be fulfilled through the use of the cellular phone.
- 4.2 Under no circumstances may own interest or personal preference play a role in the process.
- 4.3 On approval of an allowance, the approved allowance does not become part of the official's remuneration package, as it is seen as a work facility.
- 4.4 The allocation of an allowance is aimed at facilitating necessary direct communication in the interests of the WCED; where communication is not possible via cheaper communication methods.
- 4.5 A cellular phone must therefore only be used when communication via landline telephone lines is not practical or possible.
- 4.6 Under normal circumstances, cellular phones may **not** be used for outgoing calls within government buildings or near landline telephones.
- 4.7 When allocating allowances, the following criteria must be applied:
  - (a) The official who is allocated an allowance must be engaged in one or more strategic function of the WCED;
  - (b) He or she must be contactable during and/or after official office hours or be able to reach other officials regarding matters of cardinal importance;
  - (c) The cellular phone contract must be registered in the name of the official; and
  - (d) The official remains responsible for the monthly payments of the cellular phone contract.

- 4.8 The official may be reimbursed for all-inclusive actual costs in accordance with limits contained in Table 1; taking into account that only the lesser of the actual cost or limit will be paid.

**Table 1**

<b>MAXIMUM LIMITS FOR CELLULAR PHONE PACKAGES</b>	
Head of Department	R1,500.00
Deputy Director-General	R1,000.00
Chief Director	R700.00
Director	R500.00
Deputy Director or equivalent	R350.00
Other levels	R185.00

- 4.9 Notwithstanding the limitations in Table 1, the Head of Department in the case of the Deputy Director-General and the Deputy Director-General in the case of Chief Director and below, may on receipt of a written motivation grant approval for an increased allowance.
- 4.10 Official cellular phone contracts will only be taken out in the name of the WCED for the Minister, Ministerial Staff and the Head of Department.

## **5. ACQUISITION PROCEDURE**

- 5.1 A submission requesting an allowance is approved by:
- (a) The Head of Department, in the case of officials in Directorates reporting directly to him or her; or
  - (b) A Deputy Director-General, in the case of officials in that specific branch.
- 5.2 A fully substantiated submission must be submitted to the programme manager.
- 5.3 In the case of a submission from an official in one of the branches, it must be recommended by an official with the rank of Chief Director.

- 5.4 Each Deputy Director-General must:
- (a) Identify his or her branch's strategic functions;
  - (b) Identify officials who have to perform critical tasks; and
  - (c) Base decisions regarding a submission requesting an allowance on the findings made as mentioned in subparagraph (a) and (b) above.
- 5.5 Once a submission requesting an allowance has been approved, the user must provide the Directorate: Procurement Management with a copy of the approval.
- 5.6 The Directorate: Procurement Management will provide the user with a letter for the service provider to be placed on the split billing account of the WCED.
- 5.7 After consideration of the various options, it has been decided that officials will be compelled to utilise either Vodacom or MTN in order to receive an allowance.
- 5.8 A contract may include all-inclusive packages generally referred to as business chat, talk packages or airtime bundles. The service provider must however be able to place the user's personal cellular phone account on the split billing account of the WCED.
- 5.9 The submission of an itemised bill is not required unless the user exceeds the applicable predetermined limit. In such a case an itemised bill is aimed at proving that the excess was a result of official calls and to substantiate the motivation for a claim higher than the predetermined limit.

## **6. EXPIRY OF CONTRACT**

- 6.1 If the official's working circumstances, functions and duties have not changed at the expiry date of the term of a contract, officials may renew their contracts.
- 6.2 Split billing letters must be requested from the Directorate: Procurement Management before a user can extend his or her contract.
- 6.3 On expiry of a cellular phone contract taken out in the name of the WCED, the cellular phone remains the property of the Department.

## **7. OFFICIAL LEAVING THE WESTERN CAPE EDUCATION DEPARTMENT**

- 7.1 An official who leaves the service of the WCED will be personally responsible for the full account for the remaining term of his or her contract from the date of termination of service.
- 7.2 The official must inform the Directorate: Procurement Management of their intention to leave the WCED, at least 60 days prior to the intended date of departure. Failure to do so will result in claims being instituted against the pay-outs being made to the official.

## **8. LOSS OR DAMAGE**

- 8.1 The official accepts full ownership of the cellular phone and he or she carries the risk for loss of and/or damage to the cellular phone and accessories.

## **9. CIRCULARS REPEALED**

- 9.1 The Cellular Phone Policy of Western Cape Education Department, 2017 replaces all previous policies and circulars on this matter.



## **10. REVIEW**

This policy must be reviewed when the need arises or in the case of changed circumstances, including changes to legislation, and/or regulations and budgetary circumstances.

**SIGNED:** BK SCHREUDER

**HEAD: EDUCATION**

**DATE:** 2017-03-10