



# **Cellular Phone Policy of the Western Cape Education Department, 2024**

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## 1. DEFINITIONS

1.1 For the purposes of this policy –

- “**Allowance**” means the official cellular phone allowance allocated through a 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 provide guidance and administer allocation and approval of cellular phone allowances applicable within the WCED.

## 3. SCOPE

3.1 This policy applies to all officials of the WCED whose official appointment or duties/functions/responsibilities necessitate the use of a cellular phone to give effect to the service delivery mandate of the department.

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, subject to the approval of the Cost Centre Manager.

#### **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 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 functions 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 utmost 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.
- 4.6 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 INCLUSIVE OF VAT</b>	
Head of Department	R1,750.00
Deputy Director-General	R1,250.00
Chief Director	R950.00
Director	R750.00
Deputy Director or equivalent	R400.00
Other levels	R200.00

- 4.7 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.
- 4.8 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 The completion of the application form - Annexure A requesting a cell phone allowance must be fully motivated by the applicant and approved by:
- (a) The Head of Department, in the case of officials reporting directly to him or her; or
  - (b) A Deputy Director-General, in the case of officials in that specific branch.
- 5.2 The mere fact that amounts are linked to specific ranks, as per paragraph 4.6 – Table1 above, in itself does not serve as motivation for an individual to automatically qualify for an allowance. Approval must be obtained via a written motivation in line with the criteria mentioned in paragraph 4.5 of this policy.
- 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 and Annexure A.
- 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 The eligible user/employee must acquire his/her own cellular phone package through a contract with a service provider 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 approved allowance. 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. REIMBURSEMENT OF COSTS**

- 6.1 When utilising a cellular network which is not a WCED service provider, reimbursement is subject to submission of a manual monthly claim by a qualifying official together with an invoice and email confirmation that the official is not receiving an allowance via the split billing concept.
- 6.2 For all users who utilise networks with WCED service providers, all documentation is to be submitted for processing to ensure the allowance is loaded onto the split billing platform, which will then be received automatically each month. In the interim, while the split billing documentation is being processed by the service provider, the claims procedure in 6.1 is to be followed.
- 6.3 Claims must be submitted for payment monthly. Claims older than two months will not be reimbursed, unless valid motivation is submitted by the relevant SMS member on the late payment certificate attached to the claim.

## **7. EXPIRY OF CONTRACT**

- 7.1 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.
- 7.2 Split billing letters must be requested from the Directorate: Procurement Management before a user can extend his or her contract.
- 7.3 On expiry of a cellular phone contract taken out in the name of the WCED, the cellular phone remains the property of the Department.

## **8. UPGRADE OF EXISITING CONTRACT (RENEWAL)**

- 8.1 The acquisition procedure in paragraph 5 above applies.

## **9. OFFICIALS WHO RECEIVE AN ALLOWANCE AND WHO IS PROMOTED**

- 9.1 When officials who previously qualified for and received an allowance, gets promoted to a higher rank, they do not automatically qualify for a higher allowance, as per Table 1. above. As the circumstances of the official's work environment has now changed, a new application process as per paragraph will need to be followed and the application motivated in line with the new responsibilities of the official.

## **10. OFFICIALS LEAVING THE EMPLOY OF THE WESTERN CAPE EDUCATION DEPARTMENT**

- 10.1 After an official has left the service of the WCED he/she will be personally responsible for the full account for the remaining term of his or her contract from the date of termination of service.
- 10.2 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.

## **11. LOSS OR DAMAGE TO THE CELLULAR PHONE DEVICE**

- 11.1 The official assumes full ownership and responsibility for their cellular phone and accessories, including insurance coverage and risk of loss or damage.

**12. CIRCULARS REPEALED**

12.1 The cellular phone policy of the Western Cape Education Department, 2024 replaces all previous policies and circulars issued in this regard.

**13. REVIEW**

13.1 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.

**APPROVED VIA SUBMISSION DATED 01 OCTOBER 2024**

**SIGNED:** B WALTERS

**HEAD:** EDUCATION

**DATE:** 2024-10-01