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CELLULAR PHONE POLICY

1. BACKGROUND

With the advance of technology and the advent of the cellular phone, the communication process has certainly been revolutionized.

Communication and indeed the communicative process are integral to the efficient and effective functioning of the Institution.

To this end, communication between executive management, executive management and stakeholders and executive management and key personnel is vital.

2. PURPOSE

The purpose of this policy is to provide qualifying staff members with the most consistent and cost effective cellular phone and data communication, by ensuring the best possible practice.

Users should, at all times, regard any official cellphone as a business tool, which is meant for Vaal University of Technology (VUT) business purposes only.

3. SCOPE

This policy takes into account the previous resolutions taken at Rectorate or Executive Management Committee (EMC) meetings and does not replace the cellphone allowance but provides an alternative to a cell phone allowance.

All cellphone and data contracts must be budgeted for under the relevant operational expenditure account, and it is the responsibility of every line manager or responsible cost centre manager to ensure that the budget is in place for the departmental cell phone and 3G Card users. The cellphone allowance benefit will be administered under Human Resources Management policies for employee benefits.

4. QUALIFYING STAFF MEMBERS

In terms of existing resolutions approved by Rectorate or Executive Management Committee (EMC) all employees from level 1 to 6 qualify for both cellphone and data contracts. All other critical positions whose inherent nature requires the use of cellphone or 3G contract shall be approved by personnel on PL3 or higher on an ad hoc basis.

5. APPROVED CELLPHONE ALLOWANCE (AIRTIME) PER MONTH

Vice Chancellor and Principal	(PL 1)	R2 500.00
Deputy Vice Chancellor	(PL 2)	R2 000.00
Registrar and CFO	(PL 3)	R1 500.00
Executive Directors and Deans	(PL 4)	R1 250.00
HOD's and Directors	(PL 5)	R 600.00
All levels below	(PL 5)	R 600.00



6. LEVELS OF SUBSCRIPTION (RENTALS) PER MONTH

All allowances do not include the subscription payable per contract per month. Subscription will be granted as follows:

Vice Chancellor and Principal	(PL 1)	R2 000.00
Deputy Vice Chancellor	(PL 2)	R1 500.00
Registrar and CFO	(PL 3)	R1 250.00
Executive Directors and Deans	(PL 4)	R1 000.00
Directors and HOD's	(PL 5)	R 750.00
HOD's and Directors	(PL 6)	R 500.00
All levels below level 6		R 350.00

7. PROVISION OF 3G OR INTERNET CONNECTIVITY

- EMC and Executive Director IT up to a maximum of 5GB or subscription of R400 per month.
- Executive Deans and Directors on PL 4 up to a maximum of 3GB or subscription of R200 per month.
- Level 5 and 6 and all other levels up to a maximum of 2GB or subscription of R150 per month.

8. LOAN OF CELLPHONES

In the event of a lost, stolen or a faulty cellphone, a loan cellular phone, if available, will be provided and the person loaning the phone will take full responsibility to return the phone undamaged.

If a loaned phone is lost the person responsible will be liable to replace the loan phone or pay the replacement value of the loan phone. All old phones will be sold to cellular phone shops for purchase of new loan phones. At least two bidders will have to bid for the clearing of the cellphone storeroom.

9. RETURN OF USED CELL PHONES UPON UPGRADE

During the upgrade the users will be given an option to purchase the old handset at 10 % of original cost or to return the full kit to the Fixed Assets. The proceeds will be earmarked to purchase new loan phones if and when needed.

10. MONTHLY LIMITS

The approved monthly limit will comprise of airtime allowance, subscription and additional minor charges as per service provider. In cases where a monthly limit has been exceeded due to international roaming or any other reason a written authorization shall be obtained from the relevant line manager on PL4 or higher.

Personnel on PL 4 or higher will have an option to take unlimited minutes contracts for cellphone on condition that both the cellphone allowance and subscription amounts added won't be higher than the set limit.

11. TRANSFER OF CONTRACT TO THE END USER

In the event of transferring a VUT cellphone Contract into the name of another end user, the new end user will have to continue with subscription, monthly payments and any other ancillary charges of the particular contract.



12. PRIVATE CALLS

An amount of R100 shall be deducted from all qualifying users in line with the current practice to cover tax implications on private calls. All University cellphone users or holders will have to pay R100 that will be taken from the salary for coverage of private calls. This is as per requirement of South African Revenue Services (SARS).

Personal use of private calls of an official University cellphone may not interfere with normal business activities.

13. CONCLUSION

The contravention of these rules may result in disciplinary action being taken against the staff member concerned.