



UNIVERSITEIT  
STELLENBOSCH  
UNIVERSITY

## Cellphone and Data Cards: Policy and Procedures

<b>Type of Document:</b>	Policy
<b>Purpose:</b>	The policy contains the SU rules and procedures with regard to cellular telephones and data cards
<b>Approved by:</b>	Finance Committee
<b>Date of Approval:</b>	07/07/2009
<b>Date of Implementation:</b>	07/07/2009
<b>Date of Next Revision:</b>	As needed
<b>Date of Previous Revision(s):</b>	None
<b>Policy Owner<sup>1</sup>:</b>	Chief Operating Officer
<b>Policy Curator<sup>2</sup>:</b>	Chief Director: Finance
<b>Keywords:</b>	Cellular Phones; Data Cards
<b>Validity:</b>	In the event of an inconsistency between different versions of this Regulation, the English version prevails.

SU Policies are available at [www.sun.ac.za/policies](http://www.sun.ac.za/policies)

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<sup>1</sup> Policy Owner: Head(s) of Responsibility Centre(s) in which the policy functions.

<sup>2</sup> Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy

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## **POLICY AND PROCEDURE WITH REGARD TO CELLPHONE AND DATA CARDS**

**Policy Number: 07/07/09**

**Scope: The policy contains the SU rules and procedures with regard to cellular telephones and data cards.**

**Policy:**

### **GENERAL**

Then need for cellular telephones and data cards to be available for official use by staff of the University is increasing. The University wants to fulfil this need in a responsible manner. The operating costs of cellular telephones are considerably higher than those of normal telephones and this means that great care should be taken when fulfilling this need.

The current policy is that the staff member is paid a monthly allowance. The payment of an allowance shall only be considered in cases where this type of instrument 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.
- All applications 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, together with proof that the staff member has a line rental contract (Companion line contract for support service and official line contract for other official service), 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 cellular telephone/data card 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 cellular telephone/data card allowance is personally responsible for obtaining an instrument, entering into a line rental contract in his/her own name and for the monthly payment of the account.
- 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 allowance from 1 July 2009 is:

Cellphones:

Standby and security services	R335 pm
Other official services	R520 pm

Data cards:

3G <sup>500MB</sup>	R595 pm
3G <sup>1GB</sup>	R1 020 pm
3G <sup>2GB</sup>	R1 870 pm

- If the monthly line rental, insurance and **official** calls 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 cell phone claims from non-budget cost points are still entitled to do so, regardless of whether the staff member receives a cellular phone/data card allowance or not.
- All additional cell phone/data card 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 were for business purposes.
  - Whether the requisition was in fact signed by the head of the person who has requested the additional cell phone claim.

An additional claim from a budget cost point shall only be approved if the claimant already receives a cell phone 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.

#### **POOL TELEPHONES/DATA CARDS**

- A few official cellular phones/data card are administered as part of a pool. The University finances the instrument and the line rental. If the need in terms of 4 above is of a one-off and/or short-term nature, a cellular telephone/data card will be made available temporarily to the user.
- An application with reasons for the use of pool telephones must be submitted to Mrs L Engelbrecht, Funds and Assets Control Division. This must be done in accordance with the normal approval process applicable to expenses at least two days before the cellular telephone is required. The pool telephone must be returned to Mrs Engelbrecht as soon as it no longer is needed.
- A nominal rental and call cost will be charged.

**Contact Division:**

Human Resources and  
Funds and Assets Control (with regard to pool telephones/data cards)