

GRAET KEI MUNICIPALITY



TELEPHONE USAGE POLICY

2023/2024

GREAT KEI MUNICIPALITY

TELEPHONE USAGE POLICY FOR COUNCILLORS AND EMPLOYEES

1. DEFINITIONS

For the purpose of this policy -

“Chief Financial Officer” means the Chief Financial Officer (CFO) of the Council and includes any employee authorised by him/her to perform any duty or task in terms of this policy.

“Council” shall mean the Council of the Municipality of Great Kei;

“Councillor” means any Councillor of the Municipality and includes any Political Officer Bearer of the Council as defined in the Local Government: Municipal Structures Act, 1998;

“Employee” means any person who works for the Council and as such is entitled to remuneration as well as a Service Provider appointed by the Council to perform any function or task of the Council or to carry out any tender awarded to such Service Provider by the Council;

“Municipal Manager” means the person appointed by the Council as the Municipal Manager of the Municipality in terms of section 82 of the Local Government Municipal Structures Act, 1998 (Act No. 117 of 1998) and includes any person:

- (i) acting in such position; and
- (ii) to whom the Municipal Manager has delegated a power, function or duty in respect of such a delegated power, function or duty.

“The Municipality” means Great Kei Local Municipality

2. PURPOSE OF THE POLICY

The purpose of the policy shall be as follows:

- (a) To ensure the effective and efficient use of Municipal telephones;
- (b) To curb the abuse of Municipal telephones by employees of the Council;
- (c) To reduce telephone costs;
- (d) To prevent unauthorised persons from using Municipal telephones.

3. APPLICATION OF POLICY

This policy shall apply to all Councillors and employees of the Council, regardless of their designation.

- (e) provided the qualifying conditions are met, such allowances as set out in this policy;
- (f) payments for approved overtime work as prescribed by relevant legislation; and
- (g) such allowances as may be payable in terms of a collective agreement.

4 RENOUNCEMENT OF, LAYING CLAIM TO AND CESSION OF SALARY OR OTHER MONEY

No employee may cede or renounce any right or claim to any salary or other money due to her/him or anything owed to her/him by the municipality.

5 EMPLOYEES UNDER SECTION 56 OF THE MUNICIPAL SYSTEMS ACT

- (a) The municipality must annually, together with the consideration of its budget, review the remuneration of every employee appointed in terms of section 56 of the Municipal Systems Act.
- (b) When reviewing the remuneration of an employee contemplated in paragraph (a) the municipality must use as benchmark-
 - (i) any general salary agreement reached in the bargaining council, or
 - (ii) if such an agreement had not been reached, any arbitration award regarding salary increases affecting local government; or
 - (iii) if such an award is not made, an amount equivalent to the official inflation rate for the year immediately preceding the year during which the adjustment becomes effective.

6 DATE OF PAYMENT OF SALARY

Payment of the employee's salary is made, subject to section 32(4) of the Basic Conditions of Employment Act, in twelve equal instalments in arrears on the 25th day of every month, provided that an employee's salary for the months of December and January may be made as per Council Resolution.

7 MANNER OF PAYMENT OF SALARY

- 7.1 The manager responsible for financial management must ensure that the salary of an employee is paid directly into the bank account she/he designated on or before the end of each month.
- 7.2 Employees must be paid in South African currency.

8 ANNUAL BONUS

- 8.1 Every permanent employee is entitled to a 13th cheque payable together with her/his salary in his / her birth month. However employees that have a service which is less than a year their annual bonus is prorated.

Section 56 Managers and Contract employees are not entitled to 13th cheque as this is included in their Salary Package, however they are entitled to structure their bonuses as needed.

- 8.2 An employee is entitled to the pro-rata payment of her/his annual bonus:
- (a) on retirement;
 - (b) when his/her service is terminated for poor performance due to illness or injury;
 - (c) when he/she resigns to take up service with another municipality;
 - (d) upon her/his death.

9 SALARY ADVICES / PAY SLIPS

Every employee is entitled to receive a pay slip on or before every pay day, as contemplated in section 33 of the Basic Conditions of Employment Act. When an employee who cannot read so requests, the contents of such a pay slip must be explained to him/her

10 DEDUCTIONS FROM SALARY

- 10.1 The municipality must deduct from an employee's monthly salary and pay the amounts deducted over to the relevant institution (where applicable), together with the municipality's contribution (where applicable):
- (a) Income tax in terms of relevant legislation

- (b) The employee's contributions to the retirement and medical aid funds
- (c) Any deductions ordered by a court of law
- (d) Any deduction authorised in terms of a law
- (e) Any deductions permitted in terms of a collective agreement
- (f) Any rates and taxes and service charges owed to the municipality
- (g) Any deduction authorised in terms of a stop-order
- (h) Any fines and reimbursements imposed as a penalty for misconduct.

10.2 Any deduction must be clearly shown on the employee's salary advice.

12 MONIES OWED UPON TERMINATION OF SERVICE

Whenever the services of an employee are terminated, any monies that -

- (a) the employee owes to the municipality or
- (b) the municipality owes to the employee,

will be due and payable by electronic fund transfer to his/her last working day, provided that the municipality may deduct any amounts owed to it from an employee's final pay.

13 VIOLATION AND ENFORCEMENT

The violation of this policy may lead to disciplinary action being instituted against a person who is deemed to have violated the policy

14 POLICY REVIEW AND AMENDMENTS

At the end of each financial year or where the Council deems it necessary, the policy shall be subjected to review and amendment as to ensure its continuing relevance and validity

- 14.1 A process wherein the Municipal Manager or any delegated council official shall make an input to the relevant council structures detailing the proposed amendments and the rationale thereof.

The amendments shall be placed on the council agenda and a vote shall be taken rectifying the policy

14.2 A Council resolution shall be recorded accurately reflecting the council decision and its number

Signature of the Municipal Manager 

Date..... 29 June 2023

Signature of the Mayor..... 

Date..... 29 June 2023

