

**Department of Higher Education and Training**

**Recommended**

**Policy on the Use of College Telephone for Public CET**

**Colleges**



**Free State**  
**CET College**  
Community Education  
and Training College

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**Department of Higher Education and Training**  
**Free State Community Education and Training College**  
**Recommended Policy on the Use of College Telephone Policy**  
**Annexure 27**



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<b>TABLE OF CONTENTS</b>		<b>PAGE</b>
<b>1.</b>	<b>Legislative framework and best practice regulations</b>	<b>4</b>
<b>2.</b>	<b>Purpose</b>	<b>4</b>
<b>3.</b>	<b>Objective</b>	<b>4</b>
<b>4.</b>	<b>Definitions, acronyms and abbreviations</b>	<b>4</b>
<b>5.</b>	<b>Delegated powers</b>	<b>5</b>
<b>6.</b>	<b>Access to landlines</b>	<b>5</b>
<b>7.</b>	<b>Restrictions</b>	<b>6</b>
<b>8.</b>	<b>Recovery from employees of private telephone costs</b>	<b>6</b>
<b>9.</b>	<b>Adoption of policy</b>	<b>7</b>
<b>10.</b>	<b>Availability policy on the Use of College Telephone</b>	<b>7</b>
<b>11.</b>	<b>Annual review of policy</b>	<b>7</b>

**Department of Higher Education and Training**  
 Free State Community Education and Training College  
 Recommended Policy on the Use of College Telephone Policy  
**Annexure 27**

**AMENDMENT AND APPROVAL RECORD**

Amendment No.	Amendment description	Originator	Approved By	Date

<b>Name of CET College: Free State Community Education and Training College</b>		
<b>Use of College Telephone Policy</b>		
<b>Department: Finance</b> <b>Responsibility : Accounting Officer</b>		
<p style="font-family: cursive;">MA Matlawa</p>  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p><b>Prepared and submitted by the Accounting Officer to Council</b></p> <p style="margin-top: 20px;">Date: <u>23/01/2018</u></p>	<p style="font-family: cursive;">Mr F.R. Sello</p>  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p><b>Adopted by Council (Signed by Chairperson obo Council)</b></p> <p style="margin-top: 20px;">Date: <u>24/01/2018</u></p>	<p><b>Implementation Date:</b></p>

**1. Legislative framework and best practice regulations**

Key principles contained in the following legislation and best practices were applied to develop this policy:

- a) CET Act No.16 of 2006, (as amended) (the "Act") (formerly the ABET Act);
- b) Public Finance Management Act, 1999 (Act No 1 of 1999 as amended by Act 29 of 1999)(PFMA); and
- c) National Treasury Regulations and National Treasury draft regulations (white paper) issued on 30 November 2012.

**2. Purpose**

The purpose of this policy is to ensure the effective and efficient usage of College telephones, including those used to send and receive facsimiles.

The primary purpose of providing Employees with access to College telephones is for the facility to be used for business purposes. The availability of the telephone facility for private use constitutes a privilege and not a right.

**3. Objective**

The objective of this policy is to provide guidelines on the management and recovery of telephone costs from Employees arising out of private use of the College telephone facility.

**4. Definitions, acronyms and abbreviations**

For the purpose of this policy, unless the context indicates otherwise, the following definitions, acronyms and abbreviations are set out for the terms indicated:

4.1 **"Accounting Officer"** – is the College Principal.

**"College"** – is the Community Education and Training College

4.2 **"Department"; "DHET"** – is the Department of Higher Education and Training.

4.3 **"Employee"** - is any official, employed by the College, irrespective of grade, full-time or part-time, Council or Departmental appointed, or paid on a salaried or an hourly/daily individual basis.

4.4 **"Manager"** – a manager as used within the context of this policy comprises those Persons, other than Council members, responsible for planning, directing and controlling the activities of the College, and includes functional managers.

**Department of Higher Education and Training**  
Free State Community Education and Training College  
Recommended Policy on the Use of College Telephone Policy  
**Annexure 27**

---

- 4.5 **“Person”** - is an individual, agency, association, branch, corporation, estate, group, partnership, or other entity or organisation having legal rights.
- 4.6 **“PIN code”** – is a personal identification number or code which is used to gain access to the College’s telephone system.
- 4.7 **“Private telephone calls”** – are telephone calls made using any College telephone or facsimile machine where such calls are not directly linked to the performance of the College's business. Such telephone calls are deemed to be for the personal use of the Employee concerned.

**5. Delegated powers**

- 5.1 The Accounting Officer must determine which Employees may have access to landlines in their offices for use in the performance of their duties.
- 5.2 The Accounting Officer shall have the discretion to determine which Employees shall be allowed to make official international, local and cell phone calls, and to bar telephone lines on the basis of this classification.
- 5.3 No Employee has the right to use the facilities provided for official duties for private purposes without approval by the Accounting Officer or his delegated authority.

**6. Access to landlines**

- 6.1 Employees of the College may be provided with access to a telephone facility (landline) for business purposes. The Accounting Officer reserves the right to grant, restrict or withdraw, at his/her sole discretion and with regard to any Employee, the aforementioned privilege in respect of these facilities, as and when necessary in order to accommodate business requirements.
- 6.2 Abuse of the telephone facility is an offence that will be subject to the College's disciplinary code.
- 6.3 Any telephone call made from any extension by means of an Employee’s dedicated PIN code shall be deemed to have been made by that particular official.
- 6.4 It is the responsibility of every Employee to ensure that the PIN code is not abused or disclosed to others for use. Employees are encouraged to arrange the revision of their PIN codes as frequently as they want to, to maintain security over their usage.

**Department of Higher Education and Training**  
Free State Community Education and Training College  
Recommended Policy on the Use of College Telephone Policy  
**Annexure 27**

---

**7. Restrictions**

- 7.1 In order to manage the usage of telephones and to ensure that only College Employees have access thereto, provision should be made for the allocation of PIN codes to all Employees at the College.
- 7.2 Employees are expected to exercise reasonable discretion in using telephones for personal use. Excessive incoming or outgoing personal calls during the workday can interfere with Employee productivity and be distracting to others. Personal call charges in excess of R500 per month will be considered to be excessive.
- 7.3 Employees are expected to reimburse the College for any personal calls made above the prescribed limit.
- 7.4 It is the responsibility of an Employee to ensure that his/her private telephone calls are properly indicated by using the correct PIN code system.
- 7.5 The Accounting Officer or his/her delegated official has the right to monitor the telephone account and the usage thereof to determine if misuse or abuse exists.

**8. Recovery from Employees of private telephone call costs**

- 8.1 All Employees must pay the full cost of private telephone calls that exceeds R100 (one hundred rands) per month, or as determined by the Accounting Officer from time to time. The monthly cost of all calls below the determined limit will be for the account of the College.
- 8.2 The unused portion of the aforementioned monthly limit cost of private calls cannot be transferred or carried forward to the following month.
- 8.3 The Deputy Principal Corporate Services or the person to whom this function is delegated to should forward dialing data to the respective Managers on a monthly basis.
- 8.4 Dialing data must be inspected by the Manager and any discrepancies identified must be investigated and the necessary corrective action taken.
- 8.5 It is the duty of the Manager to ensure that the dialing data lists are circulated amongst Employees in order to advise them of their telephone calls.
- 8.6 Employees should forward details of any discrepancies in the dialing data directly to the Vice Principal Corporate Services for comment and possible action. A copy of such correspondence must also be submitted to the applicable Manager.

**Department of Higher Education and Training**  
Free State Community Education and Training College  
Recommended Policy on the Use of College Telephone Policy  
**Annexure 27**

---

- 8.7 Allocation errors resulting from the use of the wrong PIN code should be reported to the Manager by the Employee(s) concerned.
- 8.8 The finance department (debtors function), shall invoice Employees for private telephone calls, one month in arrears. Employees must settle the amount owing either by electronic funds transfer (EFT) into the Colleges bank account or may arrange a salary deduction with the payroll department subject to the approval of the Human Resources department. If paid via EFT, the employee must pay the excess amount within ??? days of receipt of the telephone bill.
- 8.9 All calls made from a shared facility must be monitored by the Manager, who must implement a procedure to ensure recovery of costs for private usage (e.g. for facsimiles).
- 8.10 If the duration of official calls exceeds the predetermined allowance, the user must submit a detailed written motivation regarding such occurrence to the Accounting Officer for consideration on a monthly basis. Thereafter, the excess for the official calls may be considered for payment by the College.
- 8.11 The Manager is the responsible person for his /her departments fixed line telephone utilisation and must ensure adequate operational budget provision and effective control.

**9. Adoption of policy**

This policy is effective from the date on which it is adopted by the Council.

**10. Availability of policy on the use of college telephone**

A copy of this policy and other relevant documentation should be made available on the College website.

**11. Annual revision of policy**

This policy will be subject to an annual review by the College management to ensure its relevance. Colleges should forward any inputs and recommendations to the CET Branch of the DHET for possible consideration during the annual review process.

Any recommended changes agreed by the Department to the Use of College Telephone policy should be presented to the College Council for adoption.