



Remote Connectivity Policy

[GEN006]

Department	: Finance
Policy owner	: Chief Financial Officer
Responsible for update	: Director: Finance Systems & Policies
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Remote Connectivity Policy [GEN006]

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Acronyms

CFO	Chief Financial Officer
HOD	Head of Department
HR	Human Resources
ISP	Internet Service Provider
PPS	Procurement and Payment Services
RWA	Remote Work Allowance

1. Context

Over time, the various technologies and data devices are such that applications and functions are no longer device specific, for example, calls are made from laptops, and emails are received on cell phones. This policy covers all remote connectivity, including cell phones.

The interim Remote Connectivity policy was introduced in 2020 (updated in 2021) and developed to ensure that staff were operationally productive for the duration of forced remote working, during the various stages of lockdown.

With the removal of all government restrictions, and the move back to campus contact, the Remote Work Allowance for all job functions, which could be performed remotely, was removed with effect from 1 January 2023.

2. Objective

The objective of this policy is to:

- clearly define who is entitled to an cell phone allowance to ensure connectivity as required by the job function;
- streamline governance, administration and payment related to the allowance or specific data/airtime requirements; and
- ensure that University policy complies with the requirements of tax legislation and practice.

3. Applicable to

All UCT staff, students and third parties.

4. Definitions

Term	Description
Allowance	A monthly taxable amount paid via HR payroll.
Cell phone	A cell phone is a wireless handheld device that allows users to make and receive calls. While the earliest generation of cell phones could only make and receive calls, today's phones do a lot more, for example, web browsers, emails, social media, meetings, cameras and navigational systems. These are generally referred to as mobile/smart phones.
Data	Data allows access to the internet when not covered by WiFi and is purchased from an Internet Service Provider (ISP). Data can be obtained via a contract or on demand.
WiFi	<i>Wireless Fidelity</i> allows computers, smartphones, or other devices to connect to the internet or communicate with one another wirelessly, within a particular area.
Eduroam	Eduroam is a federated authentication service that allows participating institutions to provide access to their wireless networks to users from other Eduroam participating institutions. This covers UCT and most educational institutions, with the current rollout including airports.

5. Scope

This policy covers

- the use of a cell phone by a UCT staff member, where the regular use of a cell phone is necessary to meet the requirements of the job function.
- the use of data by UCT staff members, students or third parties.

Excludes

- any additional equipment required to counter the effects of loadshedding.

6. Policy

6.1 Cell Phone

- Cell phone users can be categorised, by job function, into staff who:
 - o use their own device where their UCT job functions require the use of a cell phone on campus (Cell Category 1);
 - o have a position where 24/7 connectivity is essential in meeting the requirements of the job both on and off campus (Cell Category 2); and
 - o have a UCT device as their position and UCT job function requires a permanent phone to be allocated (Cell Category 3).
- When receiving a cell phone allowance (Category 1 or 2), the cost of the device, security and insurance, if applicable, is for the account of the UCT staff member.

Cell category 1 (< R500 pm)

- A taxable allowance, administered via HR, is agreed by the Line manager bearing in mind that WiFi connectivity on UCT campus is provided by UCT.
- The cell phone contract will be in the name of the staff member who will be solely responsible for all payments to the service provider.
- Recipients of a cell phone allowance must notify their Line manager of the cell phone number and must continue to maintain the cell phone rental or airtime/pay-as-you-go contract while in receipt of the allowance.

Cell category 2 (>= R500 pm)

- These would generally be for senior positions in the university, where the requirement to be contactable is essential to their role.
- A taxable allowance, administered via HR, is agreed by the Line manager bearing in mind that WiFi connectivity on UCT campus is provided by UCT.
- The cell phone contract will be in the name of the staff member who will be solely responsible for all payments to the service provider.



Cell category 3

- It is recognised that, in certain instances, staff require a cell phone in order to perform their functions effectively, and for various reasons, it is best that these phones be contract phones in the name of the University.
- These should be the exception and require motivation from the Line manager, and final sign off by the CFO.
- This is accommodated through cell phones that are allocated to the individual on an ad hoc or a permanent basis (while in UCT's employment). For cell phones allocated on an ad hoc basis, these must be managed by the department.
- In these cases, line management must, on a regular basis, review the monthly statement amount, and assess whether this is in line with the functional requirements.
- Once approved, PPS will enter into agreements with cell phone providers and ancillary equipment on favourable terms. If possible, the agreement should include an insurance contract.

6.2 Remote Work Allowance

- o The RWA introduced for remote working as required during lockdown, was discontinued with effect from 1 January 2023.
- o All UCT-owned data devices allocated to staff must be managed and controlled by the Faculty/PASS Finance office.

6.3 Data/Airtime

- o All remote working data requirements are for the account of the staff member.
 -  *The only exception being while on UCT business travel, where any additional data costs are included in the S&T allowance.*
- o Data/airtime required for a specific purpose attributable to a project/event for a defined time period (e.g. field work collection, data gathering) can be claimed.
 -  *These can be claimed via a Reimbursement, Advance or via the PCard, noting the specific purpose of the claim in the narration.*

7. Procedure

- Cell phone allowance
 - Send duly authorised [\[HR109\] Cell Phone Allowance](#) to the HR Department for payment of the monthly (taxed) allowance via the payroll.
 - The monthly allowance will be reflected on the annual IRP5 for tax purposes.

- Reimbursement
 - Requires duly authorised [Internal](#) or [External](#) reimbursement with supporting documentation, clearly marking for whom data/airtime is purchased for, and the purpose.

- Advance
 - Requires duly authorised [Advance](#) request, with supporting documentation, clearly marking for whom data/airtime is purchased, and the purpose.

- PCard
 - Ensure the narration of the PCard spend includes the name of the individual(s) for whom data/airtime is purchased, and the purpose.

- UCT Contract
 - Requires motivation by the Line manager, and final approval by the CFO. All UCT contracts must be negotiated via PPS, with clear roles and responsibilities regarding the review and approval of such invoices.

- Exceptions to policy
 - Send duly authorised [Exceptions to policy](#), with a motivation request, to the CFO.

8. Related Policies and Guidelines

- Funds deposited at or held by UCT [GEN001]
- PCard [PUR002]
- Reimbursements [PAY005]
- Subsistence and Travel [PAY002]
- Advance [PAY006]

9. Implementation responsibility

The Line manager/HOD must ensure all policies and procedures are communicated to and implemented by the responsible individual(s), including research staff. The Faculty/PASS Finance manager must ensure reasonable controls exist to support the implementation of policies, and where non-compliance is identified, that this is escalated and followed up accordingly.

10. Contact

Finance helpdesk

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