

Laptop Allowance Policy

Revision: Version 2.0

Effective date: Upon Approval by Council



Molemole Municipality

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1. INTRODUCTION

Molemole Local Municipality continuously endeavours to achieve best practice policies and procedures in its administration and operations. In order to enable and enhance the productivity of the municipality's strategic business units it is critical that we make use of sound and latest means of Information and Communication Technology (ICT). This policy will therefore set guideline for acquiring, using, maintaining laptops or I PADS through an allowance system.

2. PURPOSE OF THIS POLICY

- 2.1 The purpose of this policy is:
- 2.1.1.1 The purpose of this policy is to develop a means or framework for the allocation, maintenance, management and control of laptop or I PAD allowance to designated councillors and officials;
 - 2.1.1.2 To relieve the municipality and its officials of the administrative burden associated with managing the acquisition and usage of laptops by Councillors and officials for execution of their duties.
 - 2.1.1.3 This will ease the financial burden for the maintenance of such gadgets and enable the municipality to focus on its mandatory constitutionally assigned responsibilities, which is delivery of basic services to communities;
 - 2.1.1.4 This policy should be read in conjunction with Information and Security Management policy of the municipality as well as all ICT related policies of the municipality.

3. SCOPE OF APPLICATION

- 3.1 Allowances for Councillors will be determined by applicable upper limits and legislation as gazette from time to time;
- 3.2 The following categories of employees shall automatically qualify to receive an allowance:
- 3.2.1 The Municipal Manager: Level 0
 - 3.2.2 Senior Managers (reporting directly to Municipal Manager): Level 01
 - 3.2.3 Operational Managers/ Divisional Heads: Levels 02 and 03
- 3.2 If there is any other official not mentioned in clause 3.1 above who requires a laptop allowance, a motivation should be forwarded by his/her Head of Department to the Municipal Manager for approval.

4. CONDITIONS FOR LAPTOP ALLOWANCE

- 4.1 Officials qualifying for a laptop allowance must enter into contractual agreement with any service provider to acquire a laptop as per the approved specification. Officials may also buy the laptop outright from any service provider for as long as the procured laptop meet the approved minimum specification requirements;
- 4.2 Officials are advised ensure they adhere to minimum specification requirements to ensure their laptops are configurable and joined to the municipal domain.
- 4.3 At the expiry of the contractual term officials will take ownership of the laptops and the municipality shall not in any way claim ownership of the gadgets;
- 4.4 The municipality reserves full rights to set the minimum specifications of laptops to be provided by the service provider to ensure that they conform to our server system requirements relevant to ICT trends;
- 4.5 After acquiring a laptop, each official must hand over their laptops to IT Unit to configure them according to official activities. This will include among others:
- 4.5.1 installation of application software,
 - 4.5.2 joining the machine on the municipal domain server;
 - 4.5.3 installation of antivirus software,

- 4.5.4 configuration of the printer, and
- 4.5.5 other relevant system configurations;
- 4.6 The municipality is the sole owner of the software installed in all Laptops procured through an allowance system;
- 4.7 Data and information generated and stored in Laptops shall remain municipal property and subjected to confidentiality related legislation/copyrights;
- 4.8 It is the responsibility of all officials receiving laptop allowance to ensure they connect their laptops to the municipal network every time they are in the office to ensure data and information created is synchronized and backed up on the server. This will enable official to recover data in case of loss of laptop due to theft or related incidents, accidental deletion and/or virus attacks;
- 4.9 The municipality recognizes that laptops are an extension of individuality and as such officials are at liberty to enhance the choice of laptop, over and above the minimum specifications;
- 4.10 Upgrading a laptop in terms of 4.9 should not be worse than the minimum system specifications set by the municipality. The municipality reserves the full right to prefer disciplinary action against officials who are found to have acquired a laptop whose system specification is worse than the minimum set by the municipality;
- 4.11 Officials must furnish the municipality, through Accountant: Assets, with serial numbers of their laptops for ease of identification and security checks;
- 4.12 The municipality shall not bear any responsibility for officials should they terminate employment with the municipality before expiry of the contractual agreement entered into with the service provider;
- 4.13 Councillor(s) or Official(s) who terminated their employment with the municipality must handover the laptop to IT Unit of the municipality to among other things do the following of the Laptop(s)(s):
 - 4.13.1 Transferring of all municipal data/information/records generated during employ by the municipality to a backup device;
 - 4.13.2 Clear all software installed on the Laptop(s)(s) (see 4.5 above) to enable a Councillor or Official to perform his/her official council duties and functions;

- 4.14 The municipality reserves the right to withhold pension, provident fund or any other benefit(s) due to a Councillor or Official for not complying with sections 4.13, and all its subsections 4.13.1, and 4.13.2)
- 4.15 The municipality shall not in any way be held financially liable for the laptop given to officials after the Councillor or Official has terminated employment with the municipality. The Laptop procured through a laptop/ I Pad allowance is not an asset of the municipality and shall not as such be bar coded like any other municipal asset;
- 4.16 Officials who already have private laptops/s may use same for performing official activities for as long as they meet the approved minimum specifications for laptop/;
- 4.17 In the event that the Councillor or Official receiving a laptop allowance ceases to hold office at Molemole Municipality the allowance shall be discontinued from the date on which the official or Councillor ceases to be in the employ of the municipality.

5. TAX IMPLICATIONS FOR LAPTOP ALLOWANCE

- 5.1 A laptop allowance is effected through the payroll system and is therefore subjected to tax. The determination of allowance through Budget and Treasury department, shall also take into consideration tax implications of the allowance given to qualifying officials or political office-bearers;
- 5.2 Because it is a taxable allowance, Laptop allowance should not be misconstrued as inclusive of a negotiated remuneration package.
- 5.3 The user may recoup depreciation charges, wear and tear allowances on Laptops items from taxable income when completing statutory yearly tax returns.

6. MAINTENANCE OR LOSS OF LAPTOPSS EQUIPMENT

- 6.1 The municipality will provide onsite support on laptops which may include but not limited to:
 - 6.1.1 Configuration on the domain server
 - 6.1.2 Backup of data and records generated through any approved system
 - 6.1.3 Repairs to malfunctioning software as installed by the IT Unit;
 - 6.1.4 Removal and cleaning of virus attacks on the laptop/
- 6.2 The repairs and maintenance of Laptops procured through an allowance benefit will be borne by Users and in no way shall Council be held responsible for the repairs to the Laptop, be it for wear and tear or replacement of the gadget thereof; whether lost through theft or under any form of duress;
- 6.3 It is the sole responsibility of the individual user to
 - 6.3.1 Insure his/her laptop in case of loss, damage that may warrant replacement due to factory related problems;
 - 6.3.2 To organize a gadget on a temporary basis in case of repairs that take long, either from the service provider, through insurance or from anywhere at the User's cost, to enable him/her to perform his/her duties normally and without interruptions;
- 6.4 The municipality shall in no way be responsible for providing a spare/courtesy laptop to an official in the event of the official having booked the Laptop for repairs or having lost the laptop through theft or any form of loss due to natural disasters; or still waiting for approval from his/her insurance company.
- 6.5 Political Office-bearers and Officials must ensure that the laptop is accessible for council activities and functions at all times, failing which the user may risk losing the allowance The reactivation of the allowance shall be done once a satisfactory written explanation is provided to the Municipal Manager, through the relevant Head of Department under which an Official reports.

7. INSURANCE

- 7.1 Qualifying Political Office-bearers and Officials who receive Laptop allowance are responsible for insuring Laptops against any theft, loss or damage with the Service provider;
- 7.2 The municipality shall not in any way pay Excess amount for the User who claimed from his/her insurance company;

8. ALLOWANCE LIMITS

8.1 COUNCILLORS

- 8.1.1 Limits are as promulgated annually in the government gazette.

8.2 APPOINTED OFFICIALS

- 8.2.1 The limits for appointed officials will be as per the below table:

Designation	Maximum
a. Municipal Manager	850
b. Section 56 & 57 Managers	850
c. Managers	850

- 8.3 The limits should be reviewable after every two years to be aligned to the ruling Consumer Price Index at the time.

- 8.4 The above limits do not include tax implications; which will be reflected on in the monthly salary advices of each Official or Political Office-bearer.

9. MONITORING, EVALUATION AND CONTROL

- 9.1 Corporate Services department is the implementing agent of this policy and shall ensure that all Councillors and officials comply with the provisions thereof;
- 9.2 This policy shall become the official policy of the municipality once it is adopted and approved by the Council of Molemole Municipality;
- 9.3 The policy shall be reviewed annually to cater for legislative amendments as well as environmental trends in the ICT sector

10. APPROVAL OF THE POLICY

Version	Date Approved	Details
01	28 APRIL 2011	First approval
02	28 May 2018	2 nd Amendment
03	29 May 2019	3 rd Amendment

a) Date of Approval by Council

29 May 2019

b) Signed on Behalf of the Council


Hon. Mayor: Cllr M.E Paya