



## Provision of Data/Connectivity for Staff Working Remotely

This document applies to meeting the immediate connectivity need for staff who can work remotely. It does not constitute a new policy, but takes into account that a reimbursement of up to R400 (not taxed) can currently be claimed for use of personal data for UCT purposes, and that a cellphone allowance of up to R1 000 (taxed) is permitted in qualifying cases. It is intended to be implementable quickly, and be as equitable as reasonably possible.

It recognises that staff members who could work remotely will fall into 3 broad categories:

1. Those who have existing data to the home in the form of an uncapped or an adequate cap\* not to require additional data.
2. Those who have some data access that is usable at home via ADSL, Fibre or a SIM Card-based service (dongle, router or phone that can act as a hotspot)
3. Those who do not have data or a suitable device

*\*In determining whether or not the data cap/data access is adequate, work on 20-30GB per month for UCT purposes, to take account of live meeting attendance and the fact that certain Windows updates will be required.*

It is proposed that, for the first category, no change is made, i.e. there is no additional data or compensation required. Allowing the claiming of a reimbursement already in place and is approved at the discretion of the HoD. A staff member who participates in this process is not eligible for any other compensation or provision.

For categories 2 and 3, compensation could use one or a combination of the following options:

1. An allowance (taxable) of up to R600 per month.
2. A departmental purchase of a device and/or a data package. Note that SIM-based packages require RICA processing.
3. A reimbursement for new or additional costs.

For ease of administration, compensation option 1 is simplest, as there is no RICA obligation in the department and no requirement for departmental purchasing. An example of a “blended” option is for the department to procure a dongle and pay an allowance for data.

A specific offer under option 2 is to make use of a “Business Only” deal from MTN. The cost is R1859 per user, providing a dongle and a SIM card with 30GB of data per month, for three months, extendable thereafter at R359 per month, or R1077 without a dongle\*. These are purchased by ICTS under our Enterprise Agreement. The RICA process will be done centrally. Contact [Richard.Ferreira@uct.ac.za](mailto:Richard.Ferreira@uct.ac.za), who will purchase, assign to departments and process the journals. **Note: MTN coverage is required at the location/s where these will be used. Delivery is to ICTS on Main, situation permitting. Routers may be on back order, but the SIM can be used in any suitable device.**

\*Current pricing, which may change

In all cases, the department/unit should identify one person to administer a record of the participating staff, the options chosen and any other necessary information such as SIM and device numbers (where the department performs the RICA role, and in the MTN case above). These must be submitted via the relevant process for allowances (HR will accept a spreadsheet), reimbursements, and purchases, and kept in order to process any approved internal transfers from the COVID 19 fund.

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