CELL PHONE POLICY

The following policy has been established to provide a fair and equitable means for assigning cell phones to appropriate personnel and to provide guidelines for their usage, both for business and minimal personal purposes.

1. **Assignment**

Cell phones may be assigned to employees based upon the recommendation of their supervisor and approved by the appropriate department head with the concurrence of the Finance Department and the Director of Information Technology.

2. **Usage**

Cell phones shall be turned on and be present at the work location or carried by the employee during working hours. Decisions regarding cell phone status (on or off) and call-outs after hours will be made in consultation with the appropriate department head, supervisor and employee. Assigned cell phones may not be loaned to other persons. The phone should remain in the sole possession of and be the sole responsibility of the employee.

3. **Phone Features**

Cell phones assigned shall have the minimum features necessary for the performance of work responsibilities.

A. Particular cell phone packages (minutes, coverage, features, etc.) may be recommended by the supervisor or department head with the concurrence of the Finance Department and the Director of Information Technology.

B. Data service (internet access, email, calendar, etc.) and texting service may be added if approved by the department head with the concurrence of the Finance Department and the Director of Information Technology. All such use will be considered partially business use and partially personal use and the employee will be charged for this service as detailed below. Exceptions to the monthly charge may be made in certain specific situations, such as hearing impairment, with the concurrence of the Human Resources Director.

4. **Monthly Invoices**

All assigned cell phones will receive a detailed monthly invoice listing all calls made and received. Such monthly invoices will be reviewed by supervisors and department heads for appropriateness. *Employees need to remember that the detailed monthly invoices and data and text messages, whether work related or personal, belong to the City and may be subject to Freedom of Information Act (FOIA) requests.*

5. **Lost or Damaged Phones**

If a cell phone is lost or damaged, it must be reported to your supervisor immediately using the appropriate form (see Appendix "A"). In certain work-related situations, the employee may request that the City replace the phone. Such requests must be approved by the appropriate department head and the Finance Department. If the damage was the result of carelessness, neglect or abuse, the employee may be responsible for replacement.

6. **City-Owned Cell Phone - Personal Use**

Employees shall be allowed minimal personal use of the cell phone subject to the following:

A. The employee will pay for personal use. The charge will either be $10 per month for cell phone use only or $20 per month for cell phone and data use. Personal usage shall be minimal. If personal usage becomes excessive, such costs will be paid by the employee.

B. Supervisors shall be responsible to review for excess personal usage during work hours.

C. Personal usage will be paid semi-annually, with either $60 (phone calls only amount) or $120 (phone calls and data service amount) due each January and July. Those wishing to make a single annual payment shall do so each July. Monthly payments will not be accepted. Payments should be made to the Finance Department's Accounting Coordinator.

D. Employees who opt for no personal usage will not be required to make semi-annual payments.

E. If an employee has opted for no personal usage and subsequently has personal usage, a payment of $60 will be required for each six-month period there is personal usage ($120 if there is data service).

The City has negotiated a group package with a company that can offer employees the following two additional options regarding potential personal use. This option may or may not be available in the future:

1) The phone can be configured only for two-way radio communication with no cell phone capability.

2) A second line can be added to be used for personal calls and the additional line would then be entirely the responsibility of the employee.

7. **Personal Cell Phone - City Use**

With prior approval and under certain circumstances, City department heads, division heads and other employees that use their personal cell phone for a significant amount of City business use can be reimbursed up to $25 per month in lieu of obtaining a City-issued cell phone. The reimbursement must be approved by the department head with the concurrence of the Finance Department and the Director of Information Technology. The reimbursement will be paid semi-annually, each January and July, for the preceding six-month period.

This regulation supersedes:

Administrative Regulation No. 9-12, effective January 10, 2011
Administrative Regulation No. 9-12, effective July 1, 2008
Administrative Regulation No. 9-12, effective January 1, 2007
Administrative Regulation No. 9-12, effective January 1, 2006

Appendix "A"

Property Damage Report
For Phones and Related Devices

(Updated Sept. 21, 2012)

Property description: _____

Phone # of device: _____

Date of problem: _____

Describe the problem: _____

_____

_____

_____

_____

Employee's name: _____
(Type or print)

Employee's signature: _____
Date

Approvals:

Supervisor: _____
Date

Department Head: _____
Date

Information Technology Director: _____
Date

Director of Finance: _____
Date

Note: Return original form to the Accounting Department after completion.