



City Council Policy: PP935 - CELLULAR PHONES

Effective Date: October 5, 2009

Amends: PP935 "Cellular Phones", December 18, 2006

Approved By: Governing Body, October 5, 2009

I. SCOPE

A. This policy applies to all **employees**.

II. PURPOSE

A. To maintain guidelines and procedures for authorization of **cellular phones** for **employees**.

III. RESPONSIBILITY

A. The **Manager** will be responsible for notifying the Finance Department of the need for an **employee** to receive the monthly **cellular phone** stipend.

B. The **Manager** will be responsible for reviewing the billing on a City-owned **cellular phone** for compliance with this policy prior to submitting the request for payment to the Finance Department.

IV. DEFINITIONS

A. "**Manager**" is defined as one of the following:

1. City Administrator;
2. Assistant City Administrator;
3. Chief of Police;
4. Public Works Director;
5. Or the designee of the positions listed.

B. "**Employee**" is defined as anyone classified as such in *Personnel Policy #720 - Definitions of Employment Status*.

C. "**Cellular Phone**" is a hand-held, mobile radio/telephone for use in an area divided into small sections (cells), each with its own short-range transmitter/receiver.

V. POLICY

A. The **Manager** will determine which of the following options an **employee** receives.

1. Monthly **Cellular Phone** Stipend

- a.) **Employees** that have been designated by the **Manager** that they are required to have a **cellular phone** due to the nature of their employment will receive a monthly stipend for their business use in an amount determined by the Governing Body during adoption of the annual budget.
- b.) Payment of the monthly stipend will be made to the **employee** via the City's payroll system and is subject to taxation.
- c.) The purchase, maintenance, and payment of services for the **cellular phone** will be the responsibility of the **employee**.

2. City-owned **Cellular Phone**

- a.) A **Manager** may elect to provide a City-owned **cellular phone** in lieu of a stipend; this request must be approved by the City Administrator.
- b.) The City will be responsible for the purchase, maintenance, and payment of services for the **cellular phone**.
- c.) All calls made via a City-owned **cellular phone** shall be recorded with the date, time, telephone number, and duration of all calls placed or received by the **employee** and will be required to be submitted with the request for payment; the monthly invoice with a detailed call list may be used.
- d.) Employees are required to review the monthly call record and designate any calls that are personal in nature.
- e.) Personal use of any City-owned **cellular phone** is strongly discouraged.
- f.) Reimbursement of any personal use of a City-owned **cellular phone** will be at a rate of \$0.10 per minute and will be deducted from the **employee's** paycheck via the City's payroll system.
- g.) Upon termination of employment or transfer to a position in which the need for a City-owned **cellular phone** does not exist, an employee will be required to return the **cellular phone** to the City.