

	CHAPTER:	POLICY: Cell phones
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	SUBJECT: Acquisition and use of cell phones and wireless communication devices	
RELATED POLICIES:	ENABLING RESOLUTION:	#140-2001
	RESOLUTION DATE:	August 29, 2001
	REVISED RESOLUTION & DATE:	
OFFICE WITH PRIMARY RESPONSIBILITY: Finance		

I. PURPOSE

This policy states the official guidelines for acquisition and usage of county-owned cellular equipment, and for reimbursement of personal cellular equipment accounts used for county business. This policy provides the framework for proper usage of county cellular equipment and services. The framework's flexibility enables employees to provide the best service to the public while limiting public expense.

II. POLICY STATEMENT

County cellular equipment is provided to employees who by the nature of their job have a routine and continuing business need for use on official county business. Equipment usage accounts are expected to be set at the minimum level that fulfills the business need. The county expects appropriate and responsible use of county cellular equipment.

Elected officials, the county manager and assistant county manager, division heads and department heads are expected to ensure that: (1) the need for each item of county-owned cellular equipment and each county equipment usage account is clearly justified for county business purposes; (2) alternative solutions for work production and communication have been considered; (3) employees provided with county equipment usage accounts understand the purpose and limitations of usage; (4) equipment usage account billings outlining details of usage are received and reviewed for conformance with this policy; (5) employees reimburse the county for non-business use if required by this policy; and (6) use of a county equipment usage account is terminated when no longer justified by business requirements or when the employee has by actions demonstrated a disregard for the limitations of this policy.

Employees who by the nature of their job do not have a routine and continuing business need for cellular equipment but have occasional or sporadic need to use cellular equipment on county business may be approved for reimbursement of personal equipment usage accounts in amounts not greater than \$25 per month.

III. DEFINITIONS

Base monthly charge: the minimum charge including local usage fees, taxes, franchise fees, and other similar costs for one month of service through an equipment usage account.

Cellular equipment: county-provided cellular telephones, wireless telephones which transmit communications via tower antennas, cellular data transmission/receipt equipment, and radio-cellular telephones.

Equipment usage account: a contract or service agreement by a vendor to provide cellular telecommunication service to a specific item of cellular equipment.

IV. PROCEDURES

1. *Determination of eligibility*
 - A. It is the responsibility of employees at the Division-head level or above to determine the business needs of subordinate employees for cellular equipment.
 - B. If a subordinate employee is considered to have a routine and continuing business need for cellular equipment then, subject to budgetary limitations, the employee is to be provided with cellular equipment and an equipment usage account by the county.
 - C. Employees who are determined to not have a routine and continuing business need for cellular equipment may request a determination of eligibility for reimbursement of a personal equipment usage accounts.
 - D. The employee's immediate supervisor is to consider the request and consider whether the employee has an occasional or sporadic need to use cellular equipment on county business.
 - E. The supervisor's recommendation is to be communicated to the employee and to the supervisor's Division-head level manager.
 - F. The Division-head level manager is to consider the supervisor's recommendation and other information as deemed necessary to determine whether the employee shall be eligible for reimbursement of a personal equipment usage account.
2. *Acquisition of cellular equipment.* Cellular equipment is to be acquired in accordance with state laws and county regulations governing purchases with public funds. Purchasers should acquire the least costly unit available that serves the business purpose.
3. *Acquisition and modification of equipment usage accounts*
 - A. Equipment usage accounts are to be acquired in accordance with state laws and county regulations governing purchases with public funds.
 - B. The Purchasing Director will establish a list of approved equipment usage accounts that address the range of business needs of county employees.
 - C. Eligible employees in consultation with their supervisors will select an equipment usage account from the list of those approved by the Purchasing Director. The selected account should be the one that provides a combination of services including number of minutes, coverage, and local call zone most nearly matching the employee's recurring business needs. At least once annually, the employee's supervisor is to review the employee's actual usage with the employee and if warranted select a different equipment usage account which more nearly matches the employee's recurring business needs.
 - D. The Purchasing Department will be notified of the selection and name of the primary user of the account, and will make arrangements with the vendor to establish or modify the equipment usage account. Equipment usage accounts are to be established or modified only by the Purchasing Department.
4. *Usage*
 - A. County cellular equipment usage accounts are provided for official county business. The county expects appropriate and responsible use. Employees are responsible for understanding and following all policies.
 - B. All county cellular equipment and equipment usage account statements, invoices and payment documents may be public records and as such may be subject to disclosure and review.
 - C. Cellular equipment is intended for special applications such as purposes of safety or to assist in the completion of an assigned task. It is not intended to be used for personal convenience; However, the county acknowledges that in certain situations employees are better able to perform their work responsibilities through the limited use of the county's cellular equipment for personal calls.
 - D. The following are unauthorized uses of county cellular equipment:
 - a. any call which could reasonably be made from a standard telephone or other electronic communication that is available at a lesser cost.
 - b. any call made in relation to an employee's personal business enterprise.
 - c. any call for the purpose of personal entertainment, such as 900 numbers or movie links.

- d. any call of unreasonable duration.
 - E. Division directors, elected/appointed officials, or their designees are responsible for confirming that employees comply with the intent of this policy and any additional policy restrictions imposed by the division or office.
 - F. Employees using cellular equipment are expected to be courteous and responsible in the use of the equipment. Employee safety is a priority of the county, and responsible use of cellular equipment includes safe use.
 - G. Any conduct which violates this policy may result in disciplinary action up to and including dismissal.
 - H. The county reserves the right to change this policy at any time without notice.
5. *Billing, payment & reimbursement*
- A. Payment of county equipment usage accounts
 - a. The Purchasing Department will ensure that the vendor provides detailed monthly bills for each equipment usage account to the Accounting Department.
 - b. The Accounting Department will process the account bills for payment and post the charge to the budget designated by management of the department employing the worker who uses the account. If management has not designated a budget, the Accounting Department will post the charge to the budget in which the greatest amount of the using employee's time is budgeted.
 - c. The Accounting Department will promptly provide a copy of the detailed account bills to managers of the departments being charged for the accounts. Upon receipt of the account bill copies, department managers will promptly take the following actions.
 - 1. Review the bills to verify conformance by the employee with this policy and validity of the amount being billed, and to assure that adequate unencumbered appropriations are available in the designated budget to pay the bill.
 - 2. Determine whether the monthly charge exceeds the base monthly charge, and in the event it does, take steps to calculate, notify the employee of and collect any reimbursement for personal use which may be required pursuant to this policy.
 - B. Reimbursement by employee for personal use
 - a. If the monthly charge exceeds the base monthly charge of any equipment usage account the employee who is the primary user of the account will be required to reimburse the county for the lesser of (a) the amount by which the monthly charge exceeds the base monthly charge, or (b) an amount which equals the product of 50¢ multiplied by the number of minutes of personal use identified on the monthly statement plus all long distance, roaming or other special charges incurred for personal use, provided the amount of reimbursement is at least \$2.00. Reimbursements calculated to be less than \$2.00 will not be required.
 - b. The employee's department head will calculate the amount of reimbursement required and will notify the employee in writing. The written notification will clearly show the calculation and will be accompanied by a copy of the monthly bill.
 - c. The employee will promptly and in no event longer than one week from the date of notification deliver to the department head the required reimbursement in the form of a personal check payable to "Sedgwick County."
 - d. The department head will promptly deliver to the Accounting Department the reimbursement accompanied by a copy of the written notification to the employee and a copy of the monthly bill.
 - e. The Accounting Department will post the reimbursement to an account designated by the Controller, deposit the check with the County Treasurer, and save the accompanying documents in a manner which will facilitate future retrieval.
 - C. Reimbursement to employee for business use of personal equipment usage account

- a. Reimbursement will be made not more than one time per month to employees for business use of a personal equipment usage account. The amount of reimbursement will be limited to the lesser of (1) the actual amount of the bill for monthly service excluding any late fees or amounts owed for prior months, or (2) \$25.00.
- b. Employees who pursuant to this policy are deemed eligible for reimbursement of a personal equipment usage account will as a condition of reimbursement provide their cellular or wireless telephone number to their supervisor and, upon request, to other managers employed by the county.
- c. The eligible employee will submit a copy of the monthly bill summary of charges for the personal equipment usage account to his/her department head for approval.
- d. The department head will review and indicate approval or disapproval of the reimbursement by writing the notation "Approved" or "Disapproved" followed by his/her signature and the date on the face of the bill copy.
- e. If the reimbursement is approved, the department head will forward the notated bill copy to the appropriate departmental employee, who will enter a payment request into the financial system. Reimbursements will be paid directly to the employee in a manner to be determined by the Accounting Department.
- f. If the reimbursement is disapproved, the department head will return the notated bill copy to the employee.