CITY OF KEY WEST

CELLULAR TELEPHONE POLICY

JANUARY 9, 2008

Purpose

This policy provides general guidelines to departments of the City of Key West for the provision of a department issued cell phone or the establishment of a monthly cell phone allowance for usage of a personal cell phone. Each City employee that uses a cellular telephone under this policy is responsible for assuring that it is used properly per this policy.

This policy shall supersede all other previous policies and agreements.

Phone Acquisition

If a department head determines that an employee must have a cellular phone for business purposes, a Request for Cellular Telephone Allowance must be submitted to the Human Resources Department for approval. The request must include a copy of the most current cell phone bill, the ongoing cost estimate and budget account. In addition, the following criteria should be considered and included in the written request:

- The reason for the request, and whether it will enhance emergency response employee safety or work efficiency.
- The adequacy of the present system of communication, and if a cellular phone is the most appropriate and economical choice. ○ Whether the cellular phone is a convenience or a necessity for job performance.
- How much time the user spends in the field each day.
- How frequently the phone will be used. ○ Whether the user can share a phone with other employees.
- Whether a radio or pagers would meet the needs of the employee as efficiently and less expensively.

Authorization

Subject to budgetary funding, department directors are authorized to request an employee for a department issued cellular phone or cellular phone allowance and submit the required forms to the Human Resources Department for processing and approval before submitting to City Manager for final authorization. The City Manager has the final decision making authority on all requests.

It is the department director's responsibility to insure that employees comply with this policy.

Policy

It is the City's intent to provide an approved employee with a cellular telephone for City business usage in one of the following ways:

City Reimburses Employee

The employee will contract with a cellular phone provider and will pay his/her monthly bill from personal funds. To take advantage of free mobile to mobile calling, a department director may require an employee to utilize a particular provider. The City will reimburse the employee a standard monthly rate commensurate with the type and amount of usage that is required of the employee's job duties. Employees will receive an allowance as follows:

③ Department Heads with Blackberry $75.00 per month
③ Department Heads $50.00 per month
③ Managers, Police Sgt/Lt
& scheduled on call staff $40.00 per month ③ All others as approved $30.00 per month

It is the intent of this policy to provide employees an allowance for business usage of a cellular phone, not to cover the full cost of monthly charges.

Employee is responsible for any overages on monthly basis. The City will not be responsible for additional monies above the monthly allowance.

Cell phone allowances will be reviewed periodically and during the budget process each year. Employees receiving cell phone allowances must provide a copy of their monthly phone bill to the Human Resources Department as requested. Failure to provide requested information may result in suspension of monthly allowance.

All allowances made under this policy will be included in the employee's regular paycheck on a monthly basis. This allowance is subject to applicable Federal Income Tax and FICA/Medicare Tax.

Employees participating in this plan are required to provide their current cellular telephone number to their department director and Human Resources.

Any changes to a prior approved plan and/or cell phone number must be provided on a timely basis to the Human Resources Department. The City reserves the right to recoup any monthly allowance overpayment from future paychecks.

Participating employees will personally be responsible for payment of any cost that exceeds the approved reimbursement amount and will continue to be responsible for the cellular telephone payment after separation of employment and City reimbursement ceases. Cellular telephone reimbursements are not part of base salary.

City Provides Employee with a Cellular Telephone

City issued cellular telephones should be used for safety purposes or to assist in the completion of an assigned task and are not intended to be a personal convenience. City cellular telephones are provided for official City business only and any personal use is the responsibility of the employee.

Use of a City phone for commercial profit or secondary employment is strictly prohibited. Such usage will be subject to disciplinary action.

Employee reimbursement for "personal use" minutes. Under this option an employee is required to reimburse the City at a rate of 15 cents per minute for any "personal use" calls placed or received. "Personal use" includes all non-City business use except:

- a brief daily call to speak to a spouse, minor child, dependent parents, or those responsible for their care
- a call to notify an employee's family or other appropriate parties to inform them of a schedule change, such as working overtime, caused by official business or transportation changes or delays
- a brief call to places that can only be reached during working hours such as a physician' s office, home or a garage for emergency auto repairs

In addition, the employee is required to reimburse the City for any additional charges related to personal use. The employee will receive a copy of his/her monthly cellular phone bill and the Authorization for Payment of Cellular Phone Bills from the Finance Department. The employee will be required to:

- ♦ highlight any calls that are personal use
- ♦ total the number of personal use minutes

- ♦ multiply the number of personal use minutes times 15 cents
- ♦ add any additional personal use charges such as roaming, long distance, directory assistance, text messaging, wireless data transfers and downloading ring tones
- ♦ make payment to the *City Revenue department* for the total amount due
- ♦ sign the Authorization for Payment of Mobile Phone Bills form and attach a copy of the cash receipt showing the amount of reimbursement
- ♦ obtain an approval signature from the department director
- ♦ submit the completed Authorization for Payment of Cellular Phone Bills form, attach the bill and return to the Finance Department.

Cellular Telephone Safety Considerations

Safety while using a cellular telephone is paramount. The City does not endorse using cellular telephones while driving.

1. Cellular telephones should only be used while driving, *if* the employee is using the phone with a “hands free” system and voice activated dialing. Otherwise, drivers on City business or using City vehicles should pull to the side of road, stop the car and then operate the phone. Employees assume all liability and cost should they choose to utilize these technologies.

City of Key West Cellular Telephone Policy Employee Acknowledgement

Employee Name _____

Job Title:_____ Department: _____

I understand that I have been approved as an authorized participant in the City's cellular telephone allowance program. A copy of my most current phone bill is attached.

I have reviewed the policy and agree to comply with the terms and conditions and have been approved for the following:

- ☐ **City Reimbursement for Employee Cellular Telephone**-The City reimburses the employee a set monthly amount and the employee contracts for the cellular telephone personally. Employee assumes responsibility for all costs. Employee is responsible for timely notifying the Human Resources Department of any plan changes.

- ☐ **City Issued Cellular Telephone:**
  Employee Reimbursement for Minutes Used-The employee reimburses the City 15 cents per minute for all personal use plus other charges related to personal use.

Employee Signature / Date: _____

Phone Number: _____

Department Head Signature / Date:_____

CITY OF KEY WEST

CELL PHONE ALLOWANCE AUTHORIZATION

Employee Name: _____

Justification:_____

_____

_____

_____

_____

_____

_____

Recommended Monthly Allowance:_____ Annual Cost: _____

Budgeted: Yes ___ No ___ Account:_____

Approval / Date:_____
Department Director

Approval / Date:_____
Human Resources

Approval / Date:_____
Assistant City Manager - Administration

Approval / Date: _____
City Manager

Approval / Date: _____
Finance / Budget

Forward a copy of completed form to Human Resources for approval and processing.