

I. Purpose:

To provide a policy governing the use of wireless communication devices by City of Cottonwood employees and to provide allowance guidelines, criteria and conditions for business use of personally owned wireless communication devices.

As a general rule, the City of Cottonwood shall not own or otherwise provide wireless communication devices or services to its employees. The exception to this rule is cellular phones owned for short-term events, emergency or disaster recovery purposes, or for on-call personnel. This administrative guideline will also help ensure consistency among City departments using cellular phones and wireless devices.

II. Employee Owned Wireless Communication Devices Guidelines:

- A. City employees are allowed to use discounted plans for government employees from Verizon wireless or other wireless carriers.
- B. All personal wireless communication devices and accessories are the employee's responsibility and not the liability of the City.
- C. The City of Cottonwood will provide a wireless communication device allowance to those employees who have a documented official City business need for a communication device, and who continue to meet eligibility requirements.
- D. The City of Cottonwood does not purchase any wireless communication devices for employees.
- E. The City of Cottonwood provides an allowance to officials and employees who work in areas or on assignments where standard telephones or other forms of electronic communications equipment are not always readily available and where such use will benefit the City and its citizens

III. Maximum Allowances:

- A. The monthly wireless allowance shall not exceed the employee's monthly wireless plan charges. The City will pay an allowance equal to the lesser of the employees' monthly plan or **\$40** per month for cellular phone service.
- B. The Wireless Communication Device allowance is for phones that allow secure access to City of Cottonwood's e-mail environment. This additional allowance is equal to the lesser of one half of the employee's monthly plan charge or **\$25**.
- C. If internet accessibility is essential to conduct City business via a Wireless Communication Device, then an additional allowance not to exceed **\$15** shall be provided.

D. Employees may request allowance for any combination of services; however the maximum monthly reimbursement shall not exceed **\$80**. The wireless allowance may be subject to taxation and will be added to the employees' gross income.

IV. Oversight Responsibility:

- A. Individual departments shall be responsible for oversight of employee wireless usage and shall monitor and review such usage periodically to ensure that use is appropriate and that prudent fiscal management guidelines are followed.
- B. This periodic review shall include an assessment of each authorized employee's continued need to use wireless devices for business purposes.
- C. Wireless Communication Device accounts shall be randomly audited by the City's Finance Division by requesting the statement summary of the account.

V. Allowance Procedures:

- A. All requests for wireless communication devices allowance will require the completion of a "*Request for Wireless Communication Device Allowance*" form, approved in advance by the General Manager and the City Manager, then forwarded to the Finance Division.
- B. Any employee eligible for an allowance and currently in possession of a City owned wireless communication device shall sign an "*Assumption of Liability*" form, re-assigning all responsibility for the service from the City of Cottonwood to the employee.
- C. It is recommended that wireless communication devices and contracts be obtained through Verizon Wireless to take full advantage of their IN program, and the governmental discounts provided by the carrier.
- D. All wireless communication device bills will be sent to the employee's home.
- E. All employees receiving an allowance shall provide all information requested by the Finance Division for audit purposes within ten (10) calendar days.

VI. Policy Violations:

- A. Failure to follow this policy may result in loss of wireless communication device allowance and may result in disciplinary action, up to and including termination of employment.
- B. Allowance will be suspended for employees not complying with the Finance Division's audit requests and will not be provided with back allowance.

VII. Personal Use of City Provided Wireless Device Guidelines - While the City generally will not provide wireless phones to employees, there are some exceptions to this rule:

- A. The City will own and retain a certain number of cell phones for emergency, on-call, or disaster recovery purposes.
- B. In the instances where the City is providing a wireless communication device:
 1. Employee use of City wireless communication devices is limited to official City business only.
 2. There shall be limited personal use of City wireless communication devices **except** in response to family emergencies or unforeseen work schedule changes.

VIII. Procedures:

- A. All requests for City provided wireless communication device will require completion of a "*Request for City Issued Wireless Communication Device*" form approved in advance by the department head and the City Manager, then forwarded to the Finance Department.
- B. All purchases of City issued wireless communication devices will be through State of Arizona contract, unless a more advantageous contract is negotiated through an outside provider.
- C. All cellular telephone bills will be sent to the Finance Division.
- D. The employee responsible for the cellular telephone will review each monthly cellular telephone bill for accuracy.

IX. Policy Violations:

- A. Failure to follow this policy may result in loss of wireless communication device privileges and, for employees may result in disciplinary action, up to and including termination of employment.
- B. Excessive non-work usage of a City owned wireless communication device shall be reviewed by the employee's supervisor to determine whether continued access to a cellular telephone is in the City's interest.

**City of Cottonwood
Wireless Communication Device Allowance Agreement**

I understand that I am receiving an allowance provided by the City of Cottonwood in order to make my work easier and more productive.

I will be allowed to use discounted plans for government employees from Verizon wireless or any other service provider.

The City of Cottonwood does not purchase any wireless communication devices for employees.

I understand that the personal wireless communication devices and accessories are not provided by the City, but are my responsibility and not the liability of the City.

The City of Cottonwood will provide a wireless communication device allowance to those employees who have a documented official City business need for a communication device, and who continue to meet eligibility requirements.

Under no circumstance will my allowance be greater than my wireless communication device plan.

I will immediately notify my supervisor and the City of Cottonwood Finance Division of any changes that may affect my allowance.

I will follow the established Wireless Communication Device Policy. I understand that failure to do so may result in loss of privileges and, as a City employee, disciplinary action, up to and including termination of employment.

I have received, read, understand, and agree to comply with the City of Cottonwood Wireless Communication Device Policy.

Officer/Employee Name (Print)

Signature

Date

Received by the Finance Division

Signature

Date

City of Cottonwood
Request for Wireless Communication Device Allowance

To: Financial Services Department

From: _____ Department

Subject: Request for Wireless Communication Device Allowance

I request that the following employee be provided an allowance for their wireless communication device.

Temporary allowance: _____ Length of time: _____ Permanent allowance: _____

Employee name: _____

Employee title: _____

Reason(s) for the amount of the request:

Allowance amount requested:

\$80 _____ Cellular Phone

Approved: _____ Disapproved: _____

Employee Signature

Manager/Director Signature

City Manager Signature

Financial Services Director