

CELLULAR PHONE POLICY

PURPOSE - CELLULAR PHONE POLICY AND CELL PHONE REQUEST FORM

The purpose of this policy is to outline obligations and expectations of employees that have use of issued or reimbursed City cellular phones. Beginning in FY17, all employees (even those with existing cell phones) must fill out the **“Cell Phone Request Form”** in order to determine eligibility for a City issued or reimbursed cell phone.

Employees whose duties and responsibilities require them to maintain voice contact with the City while away from the office or to be accessible outside of normal working hours may be eligible to apply for a cell phone or cell phone reimbursement. Employees whose duties require continual data access in addition to cell phone service while away from the office or outside normal working hours may be eligible to apply for a data phone or data phone reimbursement. Cell phones should not be issued to staff who have job functions which do not require them to leave the office on a regular basis or employees who are not required to be regularly reachable outside of business hours. In order to qualify for an issued cellular phone or reimbursement, it must be determined that having a phone is an essential part of the employee’s job function.

RESPONSIBILITIES OF EMPLOYEE - CELL PHONE USAGE AGREEMENT

Once an employee is approved for a City issued or City reimbursed cell phone, a **“Cell Phone Usage Agreement”** form must be completed (attached at the end of this policy). This form must be completed and returned prior to issuance of a City cell phone or prior to first reimbursement for a non-City issued cell phone.

CITY ISSUED CELL PHONES:

CELL PHONE PROCUREMENT

Acquisition of City issued cell phones should be made by the Purchasing Department in accordance with standard Purchasing Department policy and procedures and through the contracted vendor only. The City will not reimburse employees for purchases of their own phone or related hardware. Prior to issuance of a City phone or reimbursement of usage charges the Cell Phone Request Form must be completed and approved. Upon approval, the Purchasing Department will place the service order for the cellular telephone and/or the appropriate calling plan. Any changes to existing cellular phone service should be done by your department PFO in conjunction with the City Purchasing Department. The

Purchasing Department will maintain a master inventory of all cellular phones. The information for the master inventory will be furnished from Cell Phone Request Forms received.

CELL PHONE USAGE MONITORING

It will be the responsibility of your Department Head and/or supervisor to determine if you have the appropriate rate plan for the airtime that your job function requires. It is recommended that a three (3) month average usage be taken in order to determine if the current plan is adequate or if it needs to be changed. If changing a plan is required, have your PFO contact the Purchasing Department to review for possible plan change. Quarterly, the Accounts Payable Department will furnish each department with a usage report for review and analysis.

Detailed billing for ALL City issued cellular phones shall be required to monitor compliance and prevent abuse.

It shall be the responsibility of the employee to whom a cellular telephone is assigned to inspect the telephone for damage at the time of issuance. Any damage not reported to the supervisor at the time of issuance shall be deemed to have occurred while in the possession of that employee.

Employees shall not use the City supplied cell phones for illegal, disruptive, unethical or unprofessional activities, or for personal gain, or for any purpose that would jeopardize the legitimate interests of the City.

It shall be the responsibility of the employee in possession of a cellular phone to notify their supervisor at the earliest opportunity of any problems. Any problems with cellular phones should be reported to the Purchasing Department for rectification. The Purchasing Department will be responsible for coordinating all repairs, maintenance, feature changes, and/or number changes for all cellular telephones when properly notified. Any upgrades, lost/stolen equipment or change in service costs will be borne by the requesting department.

CITY REIMBURSED CELL PHONES

Employees who are eligible for a full or partial reimbursement of their cellular telephone cost shall be responsible for submitting reimbursement form to the City. The employee will be responsible for paying their cellular phone provider. It will be the responsibility of the employee to complete the Employee Payroll Reimbursement Form each month with a

copy of their cell phone bill as backup and submit it to the City within a 60 day period. The City is not responsible for the cost of the hardware of the cellular phone or applications. All employees must be approved by the City Manager for them to be eligible for cellular phone reimbursement. The reimbursement level is based on two tier structure and will occur at the lesser of the employee's actual cell phone bill for the monthly billing period or the approved reimbursement rates below. Those reimbursement rates are as follows:

- \$30 (for standard employee cell phones with voice plan)
- \$50 (for employees who have been approved for / require data phones only)

These rates are based on what the City would pay if the phones were issued through the City's provider. They are not intended to pay the full cost of the employee's phone.

Cell Phone Usage Agreement

1. City issued cellular phones should be used for City business purposes only. The supervisor and our Department Financial Officer (or their designee) may review all calls / data usage for evidence of misuse. Misuse of any kind will be subject to appropriate disciplinary action. The Department Financial Officer (or their designee) monitor the monthly detailed billing report to review their employees' usage.
2. Occasionally, personal calls may be necessary, but frequent and/or repeated use of City issued cellular phone for personal calls may result in revocation of the cellular telephone use and/or disciplinary action.
3. *Employees will be financially responsible for all charges that exceed the selected rate plan.* Continued frequent and/or repeated use of the cellular phone for personal use incurring additional charges may result in revocation of the cellular telephone use and/or disciplinary action.
4. Handheld cellular telephone use while operating a vehicle is prohibited by City of Portland policy. If a hands-free cellular phone is not available while driving, personnel should plan the calls either prior to traveling or while on rest break.
5. Upon termination of employment with the City of Portland, it shall be the responsibility of the employee to whom a cellular phone is assigned to return said phone to their supervisor prior to their last date of employment. If the cellular phone is not going to be re-issued to another employee internally, supervisors must notify the Purchasing Department for deactivation and turn said phone into the Purchasing Department as soon as possible after the termination of employee. If the said phone will be re-issued within the department the Purchasing Department must be notified of the transfer of ownership and to whom the phone will be issued.
6. Any employee going out of work for an extended leave must turn in their equipment prior to their absence.

Employee Signature: _____

Print Name: _____

Date: _____

Cell Phone # _____

