

Town of Kingston Springs
Cellular Phone Issuance and Allowance Policy
Effective December 1, 2008

I. Introduction

- a) It is the intent of this policy to provide guidelines regarding the use and administration of cellular phones for agencies and employees of the Town of Kingston Springs; and to establish cellular phone options for employees conducting city business and meeting certain business criteria and conditions.
- b) This policy having been promulgated by the City Manager shall constitute the official policy regarding cellular phone issuances and allowances at the expense of the Town of Kingston Springs. All cellular phone issuance and allowances must be conducted in accordance with this policy.
- c) It is the responsibility of the agency head and the employee to be familiar with and adhere to the established cellular phone issuance and allowance policy.
- d) The City Manager retains the authority to change the approval process as circumstances require.

II. Cellular Phone Options

Allowance Option

- a) In lieu of maintaining employee individual accounts and equipment, the Town of Kingston Springs will provide a monthly cellular phone allowance for employees that have been approved by their department head and by the City Manager as requiring a cellular phone based on the business criteria established in this policy.
- b) The cellular phone allowance will be a fixed monthly allowance established by the City Recorder or designee.
- c) Employees receiving a cellular phone allowance will be responsible for the following costs regardless of the provider chosen by the employee: all activation fees, all equipment expenses, all airtime plan costs including airtime in excess of the plan allotment, and all incidental charges. The Town of Kingston Springs will only be responsible for the established cellular phone allowance.
- d) A city phone allowance amount will be established as part of the budget process each year by the City Recorder.
- e) Each employee will be responsible for the payment of their bill to their chosen cellular provider.

- f) Employees will receive the established monthly allowance in their paycheck.
- g) Allowances will be paid as an adjustment to the employee's regular paycheck and are subject to FICA and tax withholding.
- h) Employees receiving an allowance are required to provide their cellular phone number to supervisors, co-workers, and other city officials as appropriate. The cell phone number will not be released to non-employees of the town unless permission is given by the employee.
- i) The employee will be responsible for having the cell phone service available during regularly scheduled business hours and for contact purposes in emergency events during unscheduled hours.

City Issued Cellular Phone Option

- a) The Town of Kingston Springs will issue cellular phones in the city's name through city approved contracts only for employees that have been approved by the City Manager.
- b) The city issued cellular phone will be for business use only.
- c) The city will be responsible for paying the monthly bill for city issued cellular phones.
- d) The city will be responsible for costs agreed upon in the city's cellular phone contract(s) for equipment, airtime, and incidental costs up to \$56.00 per month. Cost for additional airtime, equipment and incidentals will be the responsibility of the employee. The employee is required to reimburse the city for any additional cost on monthly basis.
- e) Employees receiving a city issued phone are required to provide their cellular phone number to supervisors, co-workers, and other city officials as appropriate. .
- f) The employee will be responsible for having the cell phone service available during regularly scheduled business hours and for contact purposes in emergency events during unscheduled hours.

III. City Cellular Phones or Phone Allowance Business Justification

- a) If an employee's job requires him/her to be mobile and in various locations and the employee must be in instant communication with city staff and other city officials, then a department head may recommend to the City Manager a cellular phone or an allowance.

b) If an employee is identified as a key staff member that is needed in the event of an emergency, then a department head may recommend to the City Manager the issuance of a city cellular phone or an allowance.

VI. Exceptions

a) The city manager or designee shall have the authority to grant exception from any part or all of this policy when deemed appropriate.

VII. Statutory Authority

a) This cellular phone policy, effective December 1, 2008 supersede and rescind all previous promulgated cellular issuance and allowance phone policies and shall remain in effect until subsequently modified or rescinded.

Laurie Cooper, City Manager
Town of Kingston Springs

11/06/2008
Date