

CELL PHONE POLICY

Each department director may assign cell phones to employees, or otherwise make a telephone available for use, when a valid mission-related purpose exists. Personnel to whom cell phones may be assigned include those persons whose duties require frequent mobility, but who must remain readily accessible due to the specific nature of their duties, and those who must be available for emergency response or consultation after normal business hours.

The primary use of all cell phones is for official business. However, employees who want to use their cell phones on a personal basis can elect to do so, as long as the employee's use does not go beyond the plan minutes allowed. Individual employees are subject to additional costs attributed to charges above the plan assigned to them. Employees are also responsible for charges that exceed the pricing plan.

If cell phones are lost or stolen, employees must report this to their immediate supervisor, so service can be discontinued. Malfunctioning cell phones are to be reported to the employee's supervisor to arrange for replacement or repair. The city is not responsible for replacing cell phones damaged by employee carelessness.

Employees shall confer with city clerk's office for service issues, rather than dealing directly with the vendor. This prevents unnecessary charges and maintains the consistency of the city's telephone plan.

The department director will evaluate each individual employee's job assignment and responsibilities and determine which appropriate cellular telephone plan is appropriate for each employee.

The city clerk's office will arrange cellular telephone services through a vendor approved by the city manager.

Department directors are responsible for alerting the city clerk's office when an employee terminates employment with the city, or when a decision is made to discontinue cell phone service to an employee.