

Cell Phone Authorization Policy 7.04

I. PURPOSE

The City of Hudson recognizes the need for certain City employees to use cell phones to complete and to conduct City business effectively and efficiently. Some positions may require that the employee be readily available via cell phone throughout his or her work period and/or during non-work hours.

That need can be met either by the provision/issuance of a City cell phone and/or pager OR the payment of a Cell Phone allowance. This policy establishes procedures for the authorization of the provision/issuance of a City cell phones or pagers OR the payment of a Cell Phone allowance.

This policy establishes procedures for their authorization, to contain costs, and to ensure personal and departmental accountability.

II. SCOPE

This policy applies to all City of Hudson employees who will be receiving a City issued cell phone and/or pager OR the payment of a Cell Phone allowance for their personal cell phone.

III. OVERSIGHT, ELIGIBILITY AND APPROVAL - GENERAL

- a. Individual department heads are responsible for identifying employees who hold positions that include the need for a cell phone. Each department is strongly encouraged to review whether a cellular device is necessary, and to select alternative means of communication -e.g., land-lines, pagers, and mobile radios - when such alternatives would provide adequate and less costly service to the City.
- b. The department head is responsible for overseeing employee cell phone needs and assessing each employee's continued need of a cell phone for business purposes. The need for a cell phone allowance should be reviewed annually, to determine if existing cell phone allowances should be continued as-is, changed, or discontinued.
- c. The City Manager will have the final approval authority.

IV. ELIGIBILITY AND APPROVAL – JUSTIFICATION CRITERIA

Employees whose job duties include the need for a cell phone may be approved for a City cell phone and/or pager OR the payment of a Cell Phone allowance based upon the following criteria (at least one of the following criteria is met) :

- a. The job function of the employee requires considerable time outside of his/her assigned office or work area and it is important to the City that s/he is accessible during those times;
- b. The job function of the employee requires him/her to be accessible outside of scheduled or normal working hours where time sensitive decisions/notifications are required;
- c. The job function of the employee requires him/her to have wireless data and internet access; and/or
- d. The employee involved in frequent off hours/on-call activity.
- e. The employee is a key staff member needed in the event of an emergency.
- f. The employee is designated as a "first responder" to emergencies.
- g. The cell phone and/or pager will enhance emergency response, employee safety, or work efficiency.

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V. ELIGIBILITY AND APPROVAL – BALANCING CRITERIA

Once one or more of the foregoing criteria have been met, those should be weighed against the following:

- a. Given the adequacy of the present system of communication, is a cell phone and/or pager an appropriate and economical option?
- b. Is the cell phone and/or pager merely a convenience or is it a necessity for job duties?
- c. How frequently will the cell phone and/or pager be needed?
- d. Can the user share a City issued cell phone and/or pager with other employees?
- e. Is the cost justified when compared with alternative communication choices?

An employee who only occasionally is contacted for business purposes is not eligible for an allowance; however, s/he may submit a record of these expenses for reimbursement.

VI. ELIGIBILITY AND APPROVAL BY JOB CLASSIFICATION OR INDIVIDUAL

a. Authorization for a Job Classification

Authorization on a job classification basis shall be established as follows:

1. An initial determination shall be made as to what job classifications require a cell phone, and whether the cell phone should be a “basic” phone or a “smart phone” by each department head for each job classification reporting to the department head.
2. Any initial determination that a cell phone is required/recommended shall be reduced to writing and signed.
3. The initial determination shall include a cost estimate and a reason shall be given for the business necessity for the cell phone and/or pagers.
4. The *Cell Phone Authorization Form* shall be forwarded to the City Manager.
5. The City Manager shall make a final determination.
6. The final determination shall be forwarded to Human Resources so that the respective job description is documented as being authorized for a cell phone OR a cell phone allowance be paid.

b. Authorization for an Individual Employee

Authorization for individuals that differ from authorization established on a job classification basis shall be established as follows:

1. In the event that a department head believes that a cell phone is required by an individual employee rather than each employee in that employee’s job classification, or that an individual employee requires a different level of cell phone than each employee in that employee’s job classification, the department head shall make an initial determination, which shall be reduced to writing and signed.
2. The initial determination shall include a cost estimate and a reason shall be given for the business necessity for the cell phone and/or pagers.
3. The *Cell Phone Authorization Form* shall be forwarded to the City Manager.
4. The City Manager shall make a final determination.

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VII. REIMBURSEMENT OF CELL PHONE & ELECTRONIC EXPENSES

If an employee's job duties do not include the need for City cell phone and/or pager OR the payment of a Cell Phone allowance, the employee is not eligible for a cell phone allowance.

- a. Such employees may request reimbursement for the actual extra expenses of business cell phone calls on their personal cell phone.
- b. Reimbursement for per-minute "air time" charges is limited to the total overage charge shown on the invoice; expenses for minutes included in the plan will not be reimbursed.
- c. The individual should make personal payment to the provider, and then should submit a request for reimbursement.
- d. A request for reimbursement should identify/document the business purpose.

VIII. PAYMENT AND FUNDING

- a. Required Submission to Purchasing
 1. After the issuance of a City cell phone or pager, OR the payment of a Cell Phone allowance has been authorized in accordance with this policy, the completed *Cell Phone Authorization Form* shall be submitted to Finance.
 2. A copy of the completed *Cell Phone Authorization Form* shall be submitted to Human Resources for filing in the employee's personnel file.
- b. Issuance of a City cell phones or pagers OR the payment of cell phone allowances are funded by the department submitting the request using account - xxx-xxxx-52331 (Mobile Communications).

IX. EMPLOYEES RIGHTS & RESPONSIBILITIES

- a. Any cell phone that has data capabilities must be secured based on current security standards including password protection and encryption. If a cell phone with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the wireless device service provider, and to IS/GIS as soon as possible.
- b. Employees are expected to delete all City data from the cell phone when their employment with the City is severed, except when required to maintain that data in compliance with a litigation hold notice.

X. ANNUAL REVIEW

There shall be an annual review of the inventory of cell phones and/or pagers users AND job classifications and employees who are receiving a cell phone allowance by each department to ensure designated job classifications and/or employees continue to demonstrate a need for cellular phones.