

# **CITY OF PATASKALA**

## **CELLULAR TELEPHONE POLICY**

The City will provide cellular telephones to employees who by the nature of their job have a routine and continuing business need to conduct official City business. Cellular telephones are provided as a tool to conduct City business and to enhance business efficiencies.

Each department supervisor has the ability and authorization to assign cellular telephones based on specific need. The department supervisor also has the ability and authorization to revoke cellular telephone use from the department employee as considered necessary.

Cellular telephones are not a personal benefit and shall not be a primary mode of communication, unless they are the most cost-effective means to conduct City business (i.e. because cellular telephone accounts are billed on a time-used basis, City-owned cellular telephones and services should not be used when a less costly alternative method of communication is safe, convenient and readily available).

Any employee who utilizes a City owned cellular telephone for both personal and business use will have the election of bi-weekly payroll deduction or reimburse the City for any individual personal phone calls made in the event that the payroll deduction option is not elected.

For any employee that does not elect the bi-weekly payroll deduction option, each department supervisor is expected to see that:

1. The need for each City-owned cellular telephone and cellular telephone service account is clearly justified for City business purposes;
2. Alternative solutions for work production and communication have been considered;
3. Employees provided with cellular telephone service accounts understand the purpose and limitations of usage;
4. Cellular telephone service account invoices outlining the details of usage are received and reviewed for conformance with this policy;
5. Employees have reimbursed the City for non-business use as required by this policy;
6. Use of cellular telephone service account shall be terminated when it is no longer justified by business requirements; the employee leaves the City's employment, and/or when the employee has by actions demonstrated a disregard for the limitation of this policy.

In the event that the City's cellular telephones have been used for non-business reasons and the individual has not elected the bi-weekly payroll deduction option, the employee may be liable for all non-business cellular telephone use and required to repay the City for such non-business use at a rate comparable to the cellular telephone company's standard billing rate. The department supervisor may also be liable if they were aware of the employee's personal use and did not address the improper use or communicate such matters to the City Administrator.

The City will review the bi-weekly payroll deduction amount on a routine basis to determine the amounts deducted are commensurable to the overall use of cellular telephones.

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### **General Use Provisions**

- a. Cellular equipment is intended for special applications such as purposes of safety or to assist in the completion of an assigned task. It is not intended to be used for personal convenience unless the employee has elected the bi-weekly payroll deduction or reimburses the City for any personal use.
- b. While in the office, cellular telephones should not be used for the purpose of routine communications that could be handled on a regular phone unless the employee has elected the bi-weekly payroll deduction or reimburses the City for any personal calls.
- c. Unless absolutely necessary, City provided cellular telephones will not be used for directory assistance.
- d. City provided cellular telephones should not be used for long distance calls unless there is an urgent need, other means are not available or the employee has elected the bi-weekly payroll deduction or reimburses the City for such personal calls.
- e. Cellular telephones should be in the silent/vibrate mode for all meetings, training, court, etc.
- f. If it is absolutely necessary to take a cellular telephone call during a meeting, training, etc. the user should step outside of the room to take the call in order to keep the disruption to a minimum.
- g. Excluding the City's law enforcement personnel, when in a City owned vehicle, cellular telephone use should be avoided while driving. All cellular telephone users are reminded that cellular telephone use is discouraged while driving. Any employee using a cellular telephone and is conducting business on behalf of the City, regardless if operating a City owned or personal vehicle, may be subject to disciplinary procedures by the City if found at fault by law enforcement.