



Date: September 16, 2015
To: Board of County Commissioners
From: Erik Kropp, Deputy County Administrator *EK*
Re: Draft Update to Cell Phone Reimbursement Policy – BLDG-2

Attached is a draft update to the County's Cell Phone Reimbursement Policy – BLDG-2. This item is scheduled for your September 21, 2015 Work Session.

The current policy provides for five different reimbursement amounts: \$25, \$40, \$75, \$100, and \$125. When the policy was originally adopted in June 2003, cell phone plans charged on a per-minute basis. This billing structure led to the options for higher reimbursement amounts.

Much has changed in cell phone technology and pricing structure since June 2003. The draft changes to the policy provide better guidance to determine the amount of the cell phone reimbursement and eliminate the higher reimbursement amounts (\$100 and \$125). To allow for transition to the new policy, staff recommends an implementation date of November 1, 2015.

Attachment - Draft Update to Policy BLDG-2



Deschutes County Administrative Policy No. BLDG-2
Effective Date: ~~June 25, 2003~~ November 1, 2015

CELLULAR TELEPHONE POLICY

STATEMENT OF POLICY

It is the policy of Deschutes County to provide for flexible, cost-effective use of cellular telephones.

APPLICABILITY

This policy applies to all County employees who use cellular telephones for county business.

POLICY AND PROCEDURES

Deschutes County employees who use cellular telephones for county business use the phones with different frequency, varying from occasional use to frequent use. There will be two types of cellular telephone plans available to Deschutes County employees who use cellular telephones for county business.

Plan A. Deschutes County Supplied Telephones.

Manyest employees with a business need for a cellular telephone will be assigned a County-owned phone. Use of cellular telephones supplied by the County is restricted to County business. Personal calls (outgoing or incoming) will only be allowed infrequently for limited duration in instances of family emergencies if these calls cannot be made from a land line phone within a reasonable period of time. These cellular telephones remain county property and will be on the cellular telephone plan provided by Deschutes County as established by the Property and Facilities Building Services Department.

Plan B. Personal Cellular Telephone ~~provided as an Employment Benefit.~~

The County recognizes that, due to the nature of some positions, it may be more cost-effective and provide more flexibility to provide some employees with a cellular telephone allowance in lieu of providing the employee with a County-owned cellular telephone. Under this plan, the County, in conjunction with the Department Head, may designate employees who, in lieu of being provided with a County-owned cellular telephone, will be provided with a monthly allowance to ~~obtain a personal cellular telephone to be used~~ compensate him/her for County-related and personal business of the employee.

Under this plan, there are no restrictions to an employee's use of his or her cell phone. ~~employee is allowed unrestricted business and personal use of his or her cellular telephone.~~ Employees on this plan may not seek separate reimbursement from County of any cell phone charges incurred. Each employee receiving a cell phone allowance is responsible for obtaining their own phone and usage plan.

The amount of this allowance will be one of the following, depending on past history of cellular telephone usage and business needs of the department. The amount of the allowance will be based upon a recommendation from the employee's Department Head and review by the County Administrator's Office, determined in conjunction with Building Services and the employee's Department Head:

<u>Monthly Allowance</u>	
Category 1:	\$ 25.00
Category 2:	\$ 40.00
Category 3:	\$ 75.00
<u>Category 4:</u>	<u>\$100.00</u>
<u>Category 5:</u>	<u>\$125.00</u>

Listed below are general guidelines to determine the amount of the cell phone reimbursement amount:

Category 1 – infrequent, but necessary cell phone use required during work hours.

Category 2 – frequent/daily cell phone contact and use during work hours and any on-call periods (if applicable). Cell phone includes text capability.

Category 3 – frequent daily cell phone use during and after work hours. Phone must have text and email capability and be connected to the County's email system. Cell phone number provided to County staff and customers, as appropriate. After hour use is expected. Non-exempt employees in hourly positions are not eligible for this category due to FLSA implications for performing work during non-work hours.

The amount of the monthly allowances may be adjusted periodically by the County Administrator to attempt to conform generally to commercially available cellular telephone usage plans.

Personal smart phones used to connect to County data systems are subject to the mobile computing device provisions contained in Policy IT-1. A lost or stolen smart phone that is connected to County data systems must be reported to the Information Technology Department. For data security issues the County reserves the right to perform a remote wipe or "brick" on the device. This includes the possible erasure of employee purchased add-on software and digital media. Deschutes County is not responsible for any form of recovery.

Under this plan, the employee is allowed unrestricted business and personal use of his or her cellular telephone. Employees on this plan may not seek separate reimbursement from County of any cellular telephone charges incurred. Each employee receiving a cellular telephone allowance is responsible for obtaining their own phone and usage plan.

| Approved by the Deschutes County Board of Commissioners ~~June 25, 2003~~.

| ~~Dave Kanner~~ Tom Anderson
County Administrator