

CELLULAR TELEPHONE

- Because of travel and other circumstances, certain department and County employees may need to have the use of a cellular telephone in connection with their work activities.
- Any department or County employee requesting a cellular telephone should contact their elected official, department head or Judge for approval. Each request will be evaluated on an individual basis. The department head, elected official, or Judge would then contact the Information Systems Department. Information Systems Department will seek high coverage/low-cost cellular telephone service and will take advantage of any available governmental discounts. The County will normally pay the cost of cellular telephone service.
- County Cellular telephones are to be used for County business purposes only. County Cellular telephones should be used for personal communications only in an emergency or other limited circumstances. An employee must reimburse the Information Systems Department for the cost of any calls that exceed the calling plan limits. Failure to pay for calls shall result in revocation of the employee's cellular telephone privileges. Any unpaid telephone calls may be deducted from an employee's paycheck or expense reimbursement check.
- If an employee who has a personal cell phone is required by the elected official, department head or Judge to use a cell phone in connection with their work activities and the employee requests approval to use their personal cell phone for County business and the elected official/department head/Judge approves; the employee may be reimbursed up to \$40 per month in lieu of the issuance and use of a County cell phone. The employee may be reimbursed up to \$50 per month in lieu of the issuance and use of a County cell phone with Blackberry functionality.
- Nothing in this policy shall abrogate the elected official's/department head's/Judge's management and fiscal responsibility to limit cell phone use to only those employees whose cell phone use is required for the performance of their job.

Adopted: April 9, 1996

Amended: July 6, 2006

Amended: July 2, 2009

Amended: _____, 2021