

**Polk County Wisconsin**

**CELLULAR DEVICES**

**Policy 513**

**Effective Date: August 19, 2008**

**Cellular Device Policy**

**Purpose and Scope**

The purpose of this policy is to provide a standard with respect to the use of County owned cellular devices as well as personal cellular devices used for County business. This policy is to ensure that cellular device usage by employees is an enhancement of communication while providing efficient and safe high-quality customer service.

**Cellular Devices are defined as but not limited to: Cellular Phones and Blackberry type devices etc.**

**Policy**

County cellular devices are provided to improve services and to enhance business efficiency. These devices are not a personal benefit and should not be used for personal communication; other than emergencies.

The use of these devices to conduct county business while operating a motorized vehicle is strongly discouraged. Employees should plan to allow placement of calls prior to driving or while on rest breaks. If an employee must use the device while driving, they should keep conversations brief, avoid unnecessary calls, and no calls should be made if driving is hazardous. If it is necessary for the employee to read or write while taking the call, the employee should be parked.

All employees should take time to become familiar with the various functions of the device. Employees should keep in mind that cell phone calls can be intercepted and should take proper precautions when discussing confidential information.

Any misuse of a device will be subject to discipline procedures within Policies 701 & 716, their Department and as contained in the personnel policies or applicable labor agreements.

**Procedures**

***For County Owned Devices:*** Each Department is responsible for budgeting the expenditure. All invoices will be itemized so each call can be identifiable.

*Each Department will be responsible for monitoring their employees usage; similar to the internet usage.*

*If the device is used exclusively for business it is excludable from income. However, if there are personal calls other than emergency the employee will have a cell phone benefit allocated to wages as required by the Internal Revenue Service (IRS).*

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A flat fee that includes a portion of the monthly service fee will be accessed. Costs for cellular plans vary greatly. The assessment will be monthly flat fee of **\$10.00**. Each Department will review their monthly invoices to determine whether or not there is non-emergency personal usage and then assess the monthly fee and submit that information to the Payroll Division for processing as income to wages on a monthly basis.

***For Employee's Personal Cellular Devices:*** If an employee would like to be reimbursed for occasional business use on a personal device with an accountable plan, the County will need to see an itemized bill and the employee must clearly mark which are business and which are personal.

The employee may then submit an employee reimbursement form along with the itemized bill for approval to their Department; same as any other employee reimbursable expense. Then once approved it will be processed by the Payroll Division.

If a cellular device is lost or stolen, the employee must immediately notify their Department contact.

When the County issued cellular devices are upgraded; the initial device must be returned to the County upon receiving the new device or the employee will be charged for the new device.

County issued cellular devices must be returned to the County upon termination of employment in order for the termination of employment to be considered "in good standing".