



Administrative Policy Manual

APM 3-01: Cellular/Mobile Telephones

Purpose To establish a policy regarding the assignment and use of cellular/mobile telephones. Effective this date, this Administrative Policy supersedes all previous directives on this subject. This policy applies to all employees unless otherwise provided for in a collective bargaining agreement.

Assignment Unless otherwise provided for in a collective bargaining agreement, assignment of cellular/mobile telephones shall be at the sole discretion of the City Manager/designee and in accordance with the needs of City employment. Employees assigned cellular/mobile telephones shall not receive any other stipend. The City Manager/designee has the sole discretion to grant an employee a cell phone allowance instead of a cellular/mobile device, but said allowance shall not exceed fifty dollars (\$50.00) per month for employees and one hundred dollars per month (\$100.00) for department directors. Any variation of the above for specific executive level positions shall be at the discretion of the City Manager.

Use of City Cellular/Mobile Telephones City issued cellular/mobile telephones are intended for communication involving official City business and are not for personal use. Cellular/mobile telephones should be used only when they constitute the most cost effective and practical means of communication. The duration of calls shall be limited to the length of time necessary to efficiently conclude the business under discussion.

In the event personal calls are made on City issued cellular/mobile telephones, the employee shall reimburse the City for the charges incurred within thirty days of receipt of the call detail report. A copy of the call detail report with notations identifying personal calls, signed and dated by the employee, must be returned to the Department of Information Technology. Regardless of reimbursement, employees are subject to discipline up to, and including, termination for placing non-business related telephone calls.

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Department of Information Technology Log

The Telecommunications Section of the Information Technology Department shall maintain a log of cellular/mobile telephone statements for all devices issued. This log will designate the type of billing, the name of the telecommunications provider, the billing cycle, the name of the department, the name of the individual to whom the statement was sent, the date on which the billing statement was sent out to the individual, and the date on which the signed/approved statement was returned to the Information Technology Department. A follow-up memorandum shall be sent out to the individual with the next billing statement in those instances where signed/approved statements for the prior billing cycle have not been received by the Information Technology Department.

APM 1-98 Applicable

Employees issued cellular/mobile telephones shall, in addition to the provisions contained herein, adhere to the rules and regulations established in APM 1-98: Use of the City's Communication Information Systems and other applicable administrative policies.

Policy Number: **APM 3-01**
Date:

Issued By: _____

Carlos A. Migoya
City Manager

REVISED
SECTION
Created
Revised

REVISIONS

DATE OF
REVISION
11/01/2001
09/2010