



CELL PHONE POLICY

Adopted by Waupaca Common Council

POLICY STATEMENT: The City of Waupaca recognizes that the day to day operation of the City requires mobile voice and data communication for certain employees to most effectively carry out the duties of their job. Recognizing that differences exist between staff on the level of reliance on mobile communications the policy is crafted for flexibility and administrative ease. Department Heads are to make determinations on the application of the Cell Phone Policy working closely with the City IT/Communication Specialist and City Treasurer.

CITY PROVIDED PHONE VERSUS ALLOWANCE. Department Heads are to make a determination of who gets a cell phone or allowance. Departments are responsible for covering costs of their cell phones and allowances. Evaluation should be based on the following criteria:

- **Emergency Call Back** – job function requires continuous accessibility for critical City services
- **Public Safety Operation** – job function requires support for public safety and requires employee to routinely use a mobile phone or be accessible
- **Mobile Work Environment** – job function routinely requires extended time away from a normal work location and it is essential to the City that the employee be accessible during these times
- **Access to E-Mail/Data** – job function requires access to e-mail or other data outside of the office or beyond normal working hours
- **Department Management** – job function oversees a department or number of employees and often needs to maintain contact with employees outside of normal work hours
- **Shared Use** – mobile phone is assigned to multiple individuals, a vehicle, facility or used specific times throughout the year

CITY PROVIDED CELL PHONE: The City will provide a cell phone to those employees needing one to carry out regular job duties, as approved by their department head. The type of phone and plan will be determined with department head approval.

Employees are responsible for safeguarding of the phone to prevent unauthorized access and for its physical safekeeping. The City will provide one replacement phone per employee at City cost per cell

phone contract cycle. Beyond that employees will have to cover the cost of any additional phones, unless it can be demonstrated how normal job duties caused the phone to malfunction.

It is expected that employees may make personal calls on a City provided cell phones. This will be allowed for as long as it is kept to a minimum, does not add any extra cost to the cell phone bill and does not abuse the amount of shared minutes/texts available on the City's phone plan.

City provided cells phones may be monitored, inspected or retrieved by appropriate City staff at any time and there should be no expectation of privacy.

Employees wishing to upgrade to a different phone or plan, replace a busted phone or be added to the cell phone plan require approval from their department head and will need to have the City Treasurer contact our cell phone provider to approve any changes and charges to the City's phone plan.

Our cell phone plan may have certain stipulations, such as roaming for out of area use. Employees whose phone use outside of the carrier's coverage area may cause extra charges should work with their department head and City Treasurer to make appropriate plans and temporary arrangements with our phone carrier beforehand.

CELL PHONE ALLOWANCES: The mobile phone allowance is designed to offset the cost to the employee for using his/her personal device for City business. Allowances are as follows:

- Employee who makes occasional use of personal cell phone: \$20/month
- Employee who makes regular use of personal cell phone: \$30/month
- Employee who makes heavy use of personal cell phone (typically a 24/7 on call employee or very mobile throughout the day): \$40/month
- Employee who require use of a data plan on personal cell phone: \$50/month

Employees, at any time, may be asked to provide proof that they do have a personal cell phone and to provide information about their plan to make sure the cell phone allowance being provided is accurate.

Cell phone allowances are best used for employees who already have a personal cell phone, are willing to use it for City business and wish not to carry both a personal and work phone. Allowances are best suited for an employee who uses a cell phone occasionally to carry out City business, but significant enough to warrant reimbursement for costs.

The City accepts no responsibility for an employee owned cell phone. Employees are responsible for all charges incurred and can choose any phone or plan they want. Employees accepting a mobile phone allowance are required to provide their cell phone number to department heads, employees and City officials and notify the same of any changes to their number. An employee receiving a mobile phone allowance must maintain an active phone contract as long as the allowance is in place.

ADDITIONAL POLICY GUIDELINES: Wireless transmissions should not be considered secure. Employees using mobile phones should use discretion in relaying confidential information. Reasonable precautions should be made to prevent vandalism, equipment theft, improper use and unauthorized access.

An employee should report loss, theft or damage to any City provided cell phone immediately but in no case later than the following business day.

City Staff, unless agreed to by the cell phone holder should not give out cell phone numbers to the general public, rather they should offer to take a message and relay it to that staff member. Staff using a City provided cell phone or provided an allowance should expect that their phone number will be shared internally with staff and City officials and should notify the same of any phone number changes.

Cell Phone use at work and in vehicles is already addressed in the Employee Handbook.

END OF POLICY