



COMMUNICATION DEVICES - ADDENDUM TO CITY OF IRVING CELLULAR TELEPHONE USE POLICY

The City of Irving Cellular Telephone Policy applies to Bureau employees, including the following addendum:

Communication devices (tablets, smart phone, cell phone, etc.) and phone allowances are provided to Bureau employees as business needs dictate. The assignment of a device should not be considered a benefit to the employee, but rather a necessary tool in service delivery. Supervisors can recommend employees to be assigned a device or allowance; the Executive Director has final authority on eligibility and assignment.

1. Assignment of a Bureau device

The Executive Director designates other employees to be assigned a device based on the business need for the device, subject to the availability of funds. All lines are set up on the Bureau's consolidated account, and invoices are received in and paid by the accounting department.

Bureau-owned devices should not be misused for personal use. Employees who use their Bureau-assigned device for personal use will be required to reimburse the Bureau for excessive or unreasonable personal charges or charges above the flat monthly rate that are personal in nature. Reimbursement shall be made within 10 days of receipt of invoice from accounting.

Employees have the responsibility to use all Bureau equipment with prudence and reasonable care. Employees assigned a Bureau device are expected to protect the device from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the device for return or inspection. If damage or loss of the device is deemed negligent on the part of the employee, the employee will bear the cost of replacement.

The Bureau will oversee management of the Bureau's contract for service and keep record of all Bureau devices.

2. Phone allowance

The Executive Director designates employees who are eligible to receive a phone allowance. The rate* will be set at the beginning of each budget year by the Executive Director, subject to the availability of funds.

Employees must be employed on the first day of the month in order to receive reimbursement for that month. Employees eligible for a phone allowance will be required to provide a copy of their personal statement to verify the rate in advance of the monthly disbursement. Employees will be reimbursed the designated rate or the actual charges for their line – whichever is less. Additional reimbursement for international data/phone packages will be handled on a case by case basis. In January of each year, employees may also receive an equipment allowance of up to \$100 with proof of phone equipment upgrade/replacement during the previous calendar year, based on annual budget funding.

3. Reimbursement to employees for business use on a personal device

Employees not assigned a Bureau communications device or phone allowance can request reimbursement for business use of a personal device. Business usage that results in additional minutes over and above the plan minutes will be reimbursed at the rate charged on the statement. When traveling out of town, employees can also be reimbursed for business calls and one personal call per day, reasonable in length (refer to the Travel Policy) if there is an additional cost for them.

To be reimbursed, employees are required to provide substantiation of business calls by providing a detailed statement noting the name and company of the person called. Roaming charges for business calls, including roaming fees, are reimbursable. All personal communications device statements are subject to audit.

Charges that will not be reimbursed include business calls that do not exceed the plan minutes, plan fees, and the cost for an itemized statement.

4. Reimbursement Procedure

All reimbursement requests shall be submitted via the online expense reporting system.

- Cell phone service reimbursements shall be submitted monthly by the 30th of the following month in which the expenses were incurred, otherwise reimbursement for that month may not occur. For clarification, cell phone expense incurred date means the “Due Date” of the monthly cell phone bill.
- Equipment allowance reimbursements shall be submitted no later than January 31 for equipment purchases made the previous year.

Any exceptions to this policy for staff members shall be submitted in writing and approved by the Executive Director. Any exceptions for the Executive Director shall be submitted in writing and approved by the Chair of the Board.

** Reimbursement rate set at \$65 as of 10/1/2016 based on City of Irving account pricing.*