

**POLICY PT-004****Cell Phone Procurement and Reimbursement**

Policy Number: PT-004	Date Approved: August 26, 2008
Title of Policy: Cell Phone Procurement and Reimbursement	Council Res. Number: 348-08
Prepared By: Purchasing Services	Effective Date: August 26, 2008
References: Procedures PT-004-P	Previous Revision Date: March 14, 2006
	Review By: August 2009

PURPOSE

The purpose of this policy is to set County standards for the procurement and reimbursement of cell phones for business purposes by Parkland County employees.

POLICY STATEMENT

Parkland County shall provide County-owned cell phones and/or reimbursement for use of personal cell phones, to assist employees in doing their jobs, when deemed appropriate.

SCOPE

This policy applies to all staff with authorization to use their personal cell phone or have a County-owned cell phone.

RESPONSIBILITIES

Purchasing Services is responsible for the development, implementation, monitoring and evaluating of this policy.

Parkland County Managers shall be responsible for authorizing and monitoring employee cell phone usage, and shall review usage periodically to ensure that use is appropriate and that costs incurred are financially responsible. The review shall include an assessment of each authorized employee's need to use a cell phone for County business purposes.

STANDARDS**1. Personal Use of County-Owned Cell Phones**

- a. When an employee uses a County-owned cell phone to place or receive a personal call, the employee must reimburse Parkland County for that call when:
 - i. The cost of all local personal calls increases the monthly cell phone cost over the basic plan cost by more than ten percent (10%).
 - ii. An employee places personal long distance calls.

- b. When a cell phone charge applies above the monthly basic plan cost for the following cell phone services, the employee shall reimburse the County for the cost of these services regardless of whether the cell phone is used for County or personal use:
 - i. ring tone downloads
 - ii. text messages
 - iii. web surfing
 - iv. personal use of directory assistance.
- c. The County shall be reimbursed for the actual costs incurred for such personal calls and reimbursement shall occur within thirty (30) days after the employee receives their County cell phone invoice.

2. Business Use of Personal Cell Phones

- a. Some employees may need to use cell phones to conduct County business and/or comply with the Occupational Health and Safety Act, Regulation and Code, and Parkland County's Safety Program. In these cases, Parkland County will either provide a County-owned cell phone or provide a cell phone allowance of \$40 per month for County use of personal cell phones.

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