

ALLEGAN COUNTY POLICY AND PROCEDURE

CATEGORY: Employee
NUMBER: HR601
TITLE: Employee Cellular Device Reimbursement Stipend
EFFECTIVE DATE: December 13, 2012

PURPOSE:

The purpose of this policy is to be prudent in our expenditures and resources while providing resources to our employees that support the business of the organization with relation to cellular services. This policy provides general guidelines for the use of cellular devices for business purposes and how employees will be reimbursed.

1. DEFINITIONS:

- a. Cellular device is defined as a device with wireless voice and/or data capabilities that incur usage fees (i.e. cell phone, datacard, Mifi, blackberry, etc.)
- b. County refers to Allegan County government.
- c. Departmental cellular device is a *cellular devices* that exists within a specific department for the purposes of being assigned to a staff person on a short term basis in accordance with the task they are currently being assigned. Departmental cellular devices are to be used for business purposes only.
- d. Personally owned cellular device is a *cellular device* that is owned by an individual and all costs for usage, device maintenance, repair and replacement are the responsibility of the individual.

2. APPLICATION:

This policy applies to all Allegan County employees who have been identified by their supervisor and authorized by the County to utilize a cellular device for business purposes. Reimbursements to the employee will only be considered for use of a personal cellular device. This policy is supplemental to the County's Acceptable Use Policy.

3. POLICY:

- a. Allegan County Information Services department manages the County's cellular service plan. Every department must promote fiscal responsibility, and each department is strongly encouraged to review whether a wireless device is necessary, and to select alternative means of communication when such alternatives would provide adequate and less costly service to the County.
- b. If the County requires an employee to carry a cellular device in order to perform his/her duties, the employee, with approval from his/her immediate supervisor and appropriate senior administration officer or designee will obtain a personally owned cellular device and access/service plan. Employees who are required to carry a cellular device for

County business may choose to purchase their own and be compensated in the form of a stipend or decide during business hours to borrow one from the department.

4. GENERAL:

- a. All requests for additional cellular devices must be made to Information Services. Included in the request must be a permanent funding source for all fees (i.e. device acquisition, monthly service plan, etc.) associated with the device, while that device is active under the County's plan.

5. CRITERIA FOR STIPEND:

- a. County employees whose job duties include the need for a cellular device may receive compensation in the form of a stipend to cover business-related use on their personally owned cellular communication plan. The employee's supervisor, department head, or their designee, may authorize a wireless device stipend if at least one of the following criteria is met:
 - i. The job function of the employee requires considerable time outside of his/her assigned office or work area and it is important to the County that he/she is accessible during those times;
 - ii. The job function of the employee requires him/her to be accessible outside of scheduled or normal working hours;
 - iii. The job function of the employee requires him/her to have wireless data and internet access; and/or
 - iv. The employee is designated as a "first responder" to emergencies.

6. PERSONALLY OWNED CELLULAR DEVICE:

- a. All fees associated with the personal cellular device, including but not limited to, device acquisition, device replacement, early termination, use overage charges, etc., are the sole responsibility of the employee.
- b. When a stipend plan has been approved and distributed, the employee must provide their cellular phone number to their supervisor and/or department head within 7 days of activation.
- c. The employee's supervisor will be held responsible for continually verifying and validating the level of service(s) of the stipend plan identified for the employee.
- d. Transferring cell phone.
 - i. A cell phone number registered to the County can be transferred/ported to an individual seeking to acquire their own personal cellular device. Availability to a cellular phone number previously registered to the County will be governed by the cellular service provider's rules and guidelines.

- ii. A personally owned cellular device or cellular phone number will not be transferred/porting into the County's cellular plan
- iii. It will be the responsibility of the individual to transfer all personal information (contacts, data, etc.) from one phone to the next. The County will not be responsible for lost, deleted or corrupted cell phone data.
- iv. The County issued cellular device is the property of the County and ownership will not be transferred over to the individual
- e. The County will not be held responsible for damages to an employee's personal cellular device even if it is being used for business purposes.

7. DEPARTMENTAL CELLULAR DEVICE

- a. If a situation exists such that an employee cannot acquire their own personal cellular device, and their job duties fall in with the identified criteria above, a departmental cell phone may be assigned by the County, at the County's expense. Usage of this device will be restricted to business purposes only and all non-business charges will be billed back to the employee. The employee's supervisor will be responsible for auditing the monthly bill for that phone and validating the personal and business related charges.
- b. The Information Services Director may suspend or terminate, at any time, any cellular device that poses a potential risk to the County. Situations of this nature will be immediately followed up on with the employee's supervisor and the Human Resources Director.
- c. Cell phones issued by the County will be assigned numbers in accordance with the rules and guidelines of the County's cellular service provider

8. STIPEND

- a. Appropriate stipend level will be determined by the employee's supervisor and the Information Services Director. Once determined, the supervisor will submit the appropriate paper work, as identified in ATTACHMENT A, to Human Resources and Finance to establish the stipend plan for the employee.
 - i. Modifications to this plan after it has been established must be approved by the employee's supervisor, Information Services Director, Human Resources Director and Finance Director.
- b. Stipend amounts will be issued to the employee via payroll deposit and distributed as part of the bi-weekly payroll process.
- c. Stipend:

i. VOICE SERVICES

1. Level 1 - basic voice plan (<200 minutes/month): \$15 /month

2. *Level 2* - standard voice plan (<500 min/month): \$25 /month
3. *Level 3* - advanced voice plan (>500 min/month): \$35 /month

ii. DATA SERVICES – cell phone:

1. *Level 1* - add data to cell phone: \$25 /month
2. *Level 2*- data and tethering of cell phone: \$35 /month
3. Both *Level 1* and *Level 2* may require the employee to upgrade their phone. All costs associated will be at the employee’s expense and not subject to reimbursement by the County.

iii. DATA SERVICES –Mobile Hotspot devices:

1. *Level 1* -Mobile hotspot or Mifi: \$40 /month
2. Service is limited to 5 GB per month

iv. ADDON SERVICES:

1. *Level 1* - texting: \$5 /month
2. *Level 2* – picture texting: \$10 /month
3. Push to talk: \$10 /month

9. SUPPORT

- a. Allegan County Information Services will not provide technical support services for an employee’s personal device, except in cases where a Blackberry device is involved. Support of the personally owned Blackberry device will be limited to the following conditions:
 - i. The County currently supports Blackberry Enterprise Services (BES) for integration between a blackberry cellular phone and the County’s email system. Employees that have gotten approval to acquire a blackberry device may use it to connect to the County’s BES server.
 - ii. Information Services will assist in forming this connectivity to the extent of providing the access code that is required to authenticate the blackberry device to the BES server.

- ATTACHMENT A -

CELLULAR DEVICE AUTHORIZATION FORM		
Request Type (choose one):	New <input type="checkbox"/> Modification <input type="checkbox"/>	Date: _____

Employee Name: _____ Department: _____

JUSTIFICATION CHECKLIST (check all that apply):

- The job function of the employee requires considerable time outside of his/her assigned office or work area and it is important to the County that he/she is accessible during those times;
- The job function of the employee requires him/her to be accessible outside of scheduled or normal working hours;
- The job function of the employee requires him/her to have wireless data and internet access;
- The employee is designated as a “first responder” to emergencies

LEVEL OF SERVICE (check all that apply):

	DESCRIPTION	COST
VOICE SERVICES:		
<input type="checkbox"/>	Level 1 - basic voice plan (<200 minutes/month):	\$15 /month
<input type="checkbox"/>	Level 2 - standard voice plan (<500 min/month):	\$25 /month
<input type="checkbox"/>	Level 3 - advanced voice plan (>500 min/month):	\$35 /month
DATA SERVICES – cell phone:		
<input type="checkbox"/>	Level 1 - add data to cell phone:	\$25 /month
<input type="checkbox"/>	Level 2 – add data and tethering:	\$35 /month
DATA SERVICES –Mobile Hotspot devices:		

<input type="checkbox"/>	Level 1 -Mobile hotspot or Mifi: (Service is limited to 5 GB per month)	\$40 /month	
ADDON SERVICES:			
<input type="checkbox"/>	Level 1 - texting:	\$5 /month	
<input type="checkbox"/>	Level 2 – picture texting	\$10 /month	
<input type="checkbox"/>	Push to talk:	\$10 /month	
			TOTAL
<i>This monthly total will be reimbursed to the employee bi-weekly in accordance with the County's payroll schedule.</i>			

SUPERVISOR:

I, _____, certify that, as this employee's supervisor, the employee requires the services listed above in accordance with their job duties and that I will be held responsible for validating that the employee maintains this level of service as part of their personal cellular plan.

Supervisor's signature: _____ Date: _____

EMPLOYEE:

I, _____, agree to abide by the language of this policy and agree to maintain a cellular service plan consistent with the stipend amount received from the County. I further agree that the County may increase, decrease or discontinue this stipend amount at any time and that the County will not be responsible for any costs incurred by my personal cellular plan.

Employee's signature: _____ Date: _____