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COUNTY DEPARTMENT AGENDA REQUEST

Department/Division: BOARD OF COMMISSIONERS

Department Head: CAROL CHANDLER

Presenter, if needed: Same, if needed

Preferred Meeting Date: Wednesday, February 6, 2008

Wording for the Agenda:

Consideration of a policy for managing the issuance and use of cellular phones for official County business.

Background/History/Details:

Although the County has issued cell phones to specified employees and officials for a number of years, staff would like to have in place an established policy for managing the issuance, use and payment for the cost of these phones. While no widespread misuse has existed over time, an established policy will aid in ensuring the proper distribution and use of these devices in the future as departments grow and technology dictates the increased use of cell phones for efficiently carrying out County's responsibilities.

What action are you seeking from the Board of Commissioners?

Adoption of a policy for the management of cell phones for official County business, including adoption of a recommended monthly amount for the payment or reimbursement of these devices.

If this item requires funding, please describe:

Individual department budgets include funds for the phones issued in those departments. If the recommended policy is adopted, the budgeted amounts are subject to change for some departments, either slightly higher or slightly lower.

Has this issue come before the Commissioners in the past? No

If so, when?

Do you need audio-visual for the presentation? No

Back-up Material Submitted? Yes

STAFF USE ONLY

- (●) Finance Review Complete
- (●) Purchasing Review Complete
- ( ) Legal Review Complete
- (●) Administrative Staff Review Complete

Administrator's Approval Yes

Confirmed Meeting Date Wednesday, February 6, 2008

- ( ) Recognition/ Presentation
- ( ) Public Hearing
- ( ) Old Business
- (●) New Business
- ( ) Consent
- ( ) Report
- ( ) Other

PURPOSE

To establish guidelines for providing cell phone service to specified County employees or officials.

POLICY

Specified employees or officials may be required to have a cell phone to assist them with carrying out their job duties. Some employees may be required to carry a cell phone at all times, while others may only need access to one during their assigned work hours or while in temporary "on call" status. Depending on the evolution of technology and market competition, the types of cell phone devices and levels of service plans will vary over time. The County has established this policy with consideration of both the need for specified employees or officials to have a cell phone and the ever changing cell phone technology, in order to achieve what is best for the County.

PROCEDURE

Assignment

All cell phone needs will be subject to the review, discretion, and approval of the County Administrator.

On Call Employees

Employees required by the County to be "on call" primarily at all times may choose from the following two options:

1. The employee will acquire his/her own cell phone and service plan in his/her name and shall provide the County with the cell phone number. The employee will be reimbursed at a monthly rate as determined periodically by the Board of Commissioners. Maintenance of the phone and payment for the monthly service are the responsibility of the employee.

2. The County will purchase a phone and pay for a monthly plan to be determined periodically by the Board of Commissioners. The County will own the phone and the number. The bill will come to the County to be reviewed and paid monthly. The employee may only use the phone for official County business and the County will be responsible for maintenance of the phone and payment for the monthly service.

Department Shared Phones

Phones for use by specified employees only during their assigned work hours will be provided by the County. The County will own the phone and the number and the monthly bill for service will come to the County to be reviewed and paid. These phones are be used only for County business and will remain at the workplace when not in use. Department heads may assign phones to employees who are travelling on County business. The County will be responsible for maintenance and upgrade of the phones.

In Departments where employees share the responsibility of being "on call" for specified periods, a cell phone owned by the County can be assigned by the Department Head to the "on call" employee(s) as needed. The County will own the phone and the number. The phone(s) are to be used only for County business.

Violation of Policy

Employees who violate this policy will be subject to disciplinary action under the County's disciplinary policy.