

SALT LAKE COUNTY
COUNTY-WIDE POLICY
ON
EMPLOYEE USE OF CELLULAR PHONES

Purpose -

To establish the responsibilities and parameters of usage for County employees assigned to or who utilize cellular phones as a part of their employment with Salt Lake County.

To establish the parameters under which Salt Lake County will reimburse employees for the use of privately owned cellular phones in the course of performing assigned job functions.

Reference

Countywide Policy and Procedure #1125 Safeguarding Property/Assets

Countywide Policy and Procedure #1062 Management of Public Funds

1.0 Definitions

The following definitions will be used when referenced hereafter:

- 1.1 Airtime - The incremental time period for which the user is billed independent of base overhead charges.
- 1.2 Assigned Employee - The employee assigned the controlled asset pursuant to Countywide Policy #1125.
- 1.3 Base Charges - The fixed monthly package charges to the user.
- 1.4 Enhanced Services - Optional services ordered by the user.
- 1.5 Taxes - The applicable federal, state, and local taxes.

2.0 General Policy

It is the policy of Salt Lake County to provide employees, where deemed appropriate, cellular phones for the purpose of increasing work performance and efficiency. Such provision is done pursuant to the discretion of the Division/Department or Elected Official and the budget allocation granted by the Council. The County will reimburse employees for charges for County related business airtime on privately owned phones only when prior approval has been given by the Elected officials/Department Directors. Reimbursement is subject to review and approval per this policy.

- 2.1 All cellular phones purchased by County organizations must be purchased pursuant to the Salt Lake County Purchasing Ordinance and in accordance with specifications established by County Contracts and Procurement.
- 2.2 Cellular phones purchased by Salt Lake County become the responsibility of the acquiring organization and the assigned employee as defined in County Policy #1125 Safeguarding County Property/Assets.
- 2.3 Individual employees may not alter the terms of the County's base package agreement without specific authorization of the division/department director or elected official and the Division of Contracts and Procurement.
- 2.4 Cellular phones purchased by County organizations must be listed on the controlled asset list by the acquiring organization.

3.0 Responsibilities of Assigned Employees for County Phones

- 3.1 The assigned employee is responsible for the safeguarding of the cellular phone.
- 3.2 The assigned employee is responsible for maintaining the cellular phone in proper condition and reporting need for service as necessary.
- 3.3 Assigned employees are responsible to account for the airtime charged to the phone. The cellular phone is provided to enhance the work performance of the employee. The usage of the cellular phone is to be limited to County related business. Employees may use a county-provided cellular phone for personal calls on a limited and reasonable basis. Excessive personal use of a county phone is prohibited.
- 3.4 It is the responsibility of division/department directors and elected officials to monitor compliance with county policy regarding cellular phone usage. Divisions, departments, and offices may adopt policies, not in conflict with this policy, giving specific direction regarding cellular phone usage.
- 3.5 Violation of this policy may result in disciplinary action and revocation of cell phone privileges.

4.0 Employees Utilizing Personal Phones for County Business

- 4.1 When an employee proposes the use of a personally-owned cell phone for county business, he or she will submit a letter to the Elected Official/Department Director stating the name of the employee, the proposed use of the phone, and the reason why a privately owned phone is being utilized by the employee in lieu of a County owned phone. The approval of the request will be at the discretion of the Elected Official/Department.
- 4.2 The County will only reimburse employees for actual airtime utilized on County business. Employees will be reimbursed at a rate consistent with rates established by contract for County owned phones. Employees are responsible for all enhanced services and taxes.

- 4.3 The agency shall be responsible for processing the employee's authorized Requests for Reimbursement in the most expeditious manner.
 - 4.3.1 If the request is done through use of the payroll system:
 - 4.3.1.1 The Request for Reimbursement shall be forwarded to the Division Payroll Technician upon approval by the employee's Elected Official/Department Director.
 - 4.3.1.2 The Division Payroll Technician shall process the Request for Reimbursement with the next payroll by means of the automated payroll system. The non-taxable airtime reimbursement will be added to the employee's next paycheck by the Payroll Section of the Accounting and Operations Division of the Auditor's Office
 - 4.3.1.3 If any airtime reimbursement is due an employee under this policy, a Request for Reimbursement should be submitted at least annually (before the close of the fiscal year) for the amount accumulated, in order that the funds may be paid from the same fiscal year in which the expense occurred.
 - 4.3.1.4 If any reimbursement is due upon an employee's termination from employment, it should be submitted to the Division Payroll Technician for processing by the Payroll Section of the Auditor's Office, along with other termination pay due the employee.
 - 4.3.2 The Division Payroll Technician and/or the Payroll Section of the Auditor's Office may withhold payment of phone reimbursement if such payment is in violation of this policy.
- 4.4 Administrators shall be responsible for approving all requests for reimbursement and for enforcing and effecting this policy among their employees.
- 4.5 Elected officials and their designees may choose to use a personally-owned cell phone in lieu of one owned by the county. Such users may receive a monthly allowance, in an amount set by the elected official, to reimburse for the use of a personal cell phone for county business.

APPROVED and PASSED this 8 day of November, 2005.

SALT LAKE COUNTY COUNCIL

Michael Jensen, Chair

ATTEST:

APPROVED AS TO FORM:

Sherrie Swenson, County Clerk

District Attorney's Office

Date

SALT LAKE COUNTY
REQUEST FOR REIMBURSEMENT

I, _____, certify that I was using my personal cellular phone on official duty for Salt Lake County from _____ to _____, 20__ as specified below and that the airtime shown on this Month _____ Day _____ to Month _____ Day _____ report does not include personal airtime, but only the airtime directly related to my position as a County employee.

Employee's Signature Date

APPROVED FOR PAYMENT:

Signature of elected official/department or division director

DATE	TIME	CHARGE	PURPOSE OF CALL

Total Charges – This Page \$ _____
Total Charges – Page Two \$ _____
TOTAL CHARGES \$ _____

