

# **Cell Phone Policy**

## **Delaware County Board of Developmental Disabilities**

Board Review Date: February 16, 2012

Board Resolution #: 12-02-09

Effective Date: February 17, 2012

Reviewing Department: IT

The following policy attempts to create options for employees and to provide responsible public policy regarding the use of cell phones. The general goal of this policy is to reduce the number of Board provided cell phones by providing a fair reimbursement to employees who use their personal cell phones on Board business.

**Mission Critical** - The following criteria define employees who have a mission critical need for a cell phone:

1. Individuals who use a cell phone in lieu of Board provided telephone service (authorized home office).
2. Individuals who are required to make regular home visits or work on assignments outside of their building assignment at least 50% of their work day.
3. Individuals who supervise clients out of a program building and away from regular phone service or from Board vehicles with two-way radios.
4. Supervisors who are required to have regular and mobile communication with their employees in the field and others. This includes the Transportation Supervisor and Dispatcher.
5. Mission critical employees who are required to respond to emergencies 24/7. This will include Investigative Agents, Department Heads and Superintendent.

The above employees can receive a \$20 per month reimbursement for the use of their personal cell phone.

**Mission Beneficial** - The following criteria defines employees who have a mission beneficial need for a cell phone:

1. Employees who are on an on-call rotating schedule such as Support Administrators. These employees may also be assigned a rotating on-call cell phone.
2. Employees who regularly work outside of their assigned building and/or attend meetings in private homes or at non-board operated programs.

The above employee may receive a \$20 per month reimbursement for the use of their personal cell phone. They may use department pool cell phone if they do not elect the reimbursement option.

On call employees may only use the on-call cell phone for Board related business. Personal use of a Board owned cell phone is strictly prohibited. Employees who are assigned a cell phone or receiving reimbursement are expected to have the phones with them at all times during normal business hours or while on duty and to respond to calls and messages on a timely basis. Employees who are assigned a cell phone or receive reimbursement for the use of their personal cell phone will have the cell phone number listed for use by other Board employee and for emergency contact listing. Any employee who can show that the regular business use of their personal cell phone consistently exceeds 50% of their usage may have their reimbursement increased with the Superintendent's approval.

**Data Package** - The following employees are recognized as having a mission critical need for Data Packages on their cell phones to allow them to receive emails, internet access and extensive text messaging.

1. Employees who work with individuals who have hearing disabilities in which employee uses their personal cell phones to text message those individuals.
2. Mission critical employees who are required to respond to emergencies 24/7. This will include Investigative Agents, Department Heads and Superintendent.
3. Information Technology employees who support the Board's services off site and after hours.
4. Other employees listed as Mission Critical above who provides written justification and who are approved by their supervisor and the Superintendent.

Employee authorized to have data packages will receive an additional \$25 allowance per month for the data plan (A total of \$45 per month for cell phone plan and data package).

The employee is responsible for the purchase of their cell phone and service contracts with their cell phone company. The Board will provide such reimbursements as listed above only so long as the individuals is an employee of the Board and is employed in a qualified position.

Indicate by circling below which cell phone option you are requesting:

1. Request the reimbursement option because I have a **mission critical** or **mission beneficial** need for a cell phone.
2. Request **cell phone** and **data plan** reimbursement because I meet # \_\_\_\_\_ Data Package criteria above, (if Data Package criteria #4 provide separate justification and supervisor's approval).
3. Request use of a department pooled cell phone because I have a **mission beneficial** need for a cell phone.
4. I have a mission beneficial need for a cell phone and I will use my personal cell phone for Board business without reimbursement and I do not wish to have my number listed.

Employee Name \_\_\_\_\_ Signature \_\_\_\_\_

Personal cell phone number (\_\_\_\_\_) \_\_\_\_\_ Service Provider \_\_\_\_\_

Department Head approval \_\_\_\_\_ Date \_\_\_\_\_

IT approval \_\_\_\_\_ Date \_\_\_\_\_ Payroll approval \_\_\_\_\_ Date \_\_\_\_\_