

Cell Phone Policy

Delaware County Board of Developmental Disabilities

Board Resolution #	Effective Date	Board Review Date
17-02-17	February 17, 2017	February 16, 2017

The following policy creates 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 offering a fair reimbursement to employees who use their personal cell phones on Board business.

The following criteria define Board employees who have a need for a cell phone or cell phone and data plan.

1. Employees who use a cell phone in lieu of Board provided telephone service (authorized home office).
2. Employees 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. Employees who are required to have regular and mobile communication with co-workers and team members in the field and others.
4. Employees who are required to respond to emergencies 24/7.
5. 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.

The above employees can receive a \$20.00 per month reimbursement for the use of their personal cell phone or a \$45.00 per month reimbursement for the use of their personal cell phone and data plan.

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.

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, is employed in a qualified position, and provides reimbursement justification.

Upon separation with the Board, an employee must meet with the IT Department to remove Board relates data plan services (i.e., email and calendar).

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

1. Request the **\$20.00** a month cell phone reimbursement option because I have a need for a cell phone as I meet the above criteria.
2. Request **\$45.00 cell phone and data plan**. Please provide justification for both cell and data reimbursement at the end of this form.
3. I have a 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 shared beyond my supervisor.

Total amount of monthly cell phone allowance being requested \$ _____

Print Name _____

Signature _____

Personal cell phone number (_____) _____

Service Provider _____

Employee Agreement:

In consideration of the cell phone allowance provided, I agree to the terms and conditions of this policy.

Signature _____ Date _____

Supervisor Approval _____ Date _____

IT Approval _____ Date _____

Payroll Approval _____ Date _____

Cell and Data reimbursement justification.