



Junction City Cellular Phone Policy

Junction City, Kansas

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1. PURPOSE OF THIS POLICY

The City has implemented telecommunication technology that incorporates two way radio communication, numeric and text paging, cellular telephone, and voice mail into one unit. This technology allows a vital communication link from numerous city departments to areas both internal and external to the organization.

However, with the implementation of this technology comes the potential for misuse or abuse of its functions by employees.

The purpose of this policy is to provide general guidelines and policy direction for the acquisition and usage of city-owned cellular equipment used by city employees for the conduct of city business. This policy provides the framework for proper usage of city cellular equipment and services. The policy framework's flexibility will also address the need to balance the fiscal responsibility of public moneys, the need for adequate operational and emergency communications, the need to manage the personal use of public equipment and enable employees to provide the best service to the public while limiting public expense.

2. GOALS OF THIS POLICY

To provide communication access for city employees during working hours and emergency contact during non-working hours in a manner that encourages employees to carry and maintain the assigned communication equipment.

3. PROGRAM MANAGEMENT

Cellular device capabilities come in numerous "rate plans." These plans typically set forth a designated monthly rate and cellular fees are added on a per minute basis. Plan upgrades provide for varying levels of "blocks" of pre-purchased/discounted Cellular device minutes. The Information Systems Department will select a rate plan for the City of Junction City that provides the most efficient and cost effective use of the technology.

Based upon the rate plan, a certain level of "free minutes" is often remaining in the blocks that are lost if not used accordingly. These blocks of "remaining" minutes provide an avenue for limited personal use of public equipment at no cost to the City.

4. JUSTIFICATION FOR USE

At the discretion of the Department Head and City Manager, city employees may be issued one (1) cellular phone for use during working hours and as emergency contact after hours. The cellular phone is the primary source of communication during working hours and is also used to "call back" employees for emergencies outside of normal working hours.

It is the responsibility of the Department Head to determine the needs of their employees for cellular equipment in their respective department. Cellular device capability will be limited to supervisory staff of the department and other employees as approved by the department head and city manager. The Cellular device assignment is based upon the

following “need to have” basis:

Employees who need to have immediate and private contact with city offices, internal supervisors, and other department heads not currently issued cellular phones.

Employees who need to have immediate and private contact with key “civilians” external to the organization such as hospital and school district personnel, sales/delivery persons, or contractors of water and street services during emergency situations, and others as deemed appropriate.

If it is determined there is a need, the Department Head will make the necessary arrangements to obtain cellular equipment and service for the employee with the Information Systems Department.

5. ELIGIBILITY FOR USE

City Employees identified by their Department Head who are assigned a city owned cellular device will decide which option (outlined in Section 6) for Cellular device cost assignment they prefer and complete the necessary documentation.

Due to the excess overhead requirements of tracking personal use on a “smart” cellular device, employees who request the use of a smart cellular device will be required to select Option 2 - Personal & City Use as their preference.

Employees not wishing to utilize the city owned cellular device for personal use will be issued a cellular device that will be restricted to phone traffic only.

For the purposes of this policy, a “smart” cellular device is defined as a cellular phone that is capable of accessing the internet, email, texting, and making phone calls.

6. CELLULAR DEVICE COST ASSIGNMENT

OPTION 1 – City Use Only

If an employee is issued cellular device and that employee is only interested in Cellular device use for city purposes and is not interested in paying for personal use, they will select this option and complete the necessary documentation.

The department head will review itemized billing(s) to ensure that no personal calls are made or accepted on the integrated Cellular device issued to that employee.

The City will be responsible for the costs associated with city business.

Regular and sustained personal use under this option may be cause for disciplinary action; mandatory reimbursement by the employee: and will cause an immediate upgrade to Option 2 under this plan.

OPTION 2 – PERSONAL & CITY USE

Employees who wish to utilize the city owned cellular device for both city and personal use will select this option.

Employees will elect to have the necessary funds withheld from their paycheck to fund half of the cost of the calling plan for their cellular device. Both the City and the employee will utilize this block of time for cellular communication.

In the event that city or personal use exceeds the minutes purchased by the city, but the combined use does not exceed the combined calling plan, itemization of the bill will not be required, and neither party shall be entitled to be reimbursed by the other.

In the event that city or personal use exceeds the minutes purchased by the City, the employee has the option to pay the cost for exceeding the block minutes or itemize the bill with the costs of the overage justly distributed as required. This itemization must be accomplished within 48 hours by the employee on personal time and approved by the department head. If the employee chooses to itemize the bill, the city will pay for the cost of the calls for city business or the value of the minutes exceeding the block of pre-purchased/discount minutes, whichever is less. In the

event that the overage is due to personal call, the employee shall have funds withheld from their paycheck to pay for these overages. If personal overages occur on a regular and consistent basis, the city retains the right to require the employee to upgrade the calling plan to allow for more pre-purchased/discount minutes.

Furthermore, the employee will be responsible for all other miscellaneous charges including but not limited to: directory assistance, personal text messages, applications downloaded and excise taxes associated with overages.

7. OPERATIONAL PROCEDURES

Excessive personal Cellular device traffic and other abuse of Cellular device capabilities will not be tolerated. Disciplinary action will begin with loss of Cellular device capability and will follow the disciplinary action guidelines as set forth in the personnel manual.

As the department head receives each monthly invoice, the calls will be reviewed for accuracy, volume, and extent of work and personal calls. The department head will determine any misuse and is expected to obtain additional reimbursement for personal usage and initiate appropriate disciplinary action for misuse of cellular equipment.

The City Clerk shall maintain a file containing all invoices and call records for the city cellular service. Such files will be retained as required by Kansas statutes.

The Human Relations Director will maintain a file for all cellular device election forms for City employees issued cellular devices.

Employees separating from employment with the city may choose to retain their assigned cellular device phone number for their personal use. The employee is required to establish a personal account with a cell phone provider and then contact the Information Systems Department to complete the necessary documentation to allow the city owned cellular number to be "ported" to their personal account. This action must be completed prior at least a week prior to separation to facilitate this action.

Employees separating from employment with the city may also choose to purchase their cellular device from the city for personal use. The purchase price of the device will be determined by the using the actual cost of the device to the city, or in cases where the device was provided to the city at no cost - \$25.00.

The City Manager may waive portions of this policy when it determined to be in the best interests of the City.

8. STANDARDS FOR USAGE OF CELLULAR DEVICES

Each person assigned an cellular device is to be issued the operation manual and rate plan summary for the specific brand and model of the unit to be used. Prior to the use of the unit, the user should be thoroughly familiar with the phone features, proper care and operation, and rate plan limitations for the assigned phone.

Each person assigned a cellular device is responsible for its proper care, use and security. The City may purchase insurance to cover insurance for loss or damage. However, there remains a deductible that may need to be paid for each incident. Each employee will be responsible for replacement of the phone or the deductible on damage or loss during non-working conditions. Loss or damage caused during normal working conditions other than gross neglect will be the responsibility of the City.

Each issued cellular device will come with a rechargeable battery. Employees shall be responsible for insuring that the battery is adequately charged to ensure unit operation during working hours.

Employees that are issued cellular devices shall carry the unit with them and they shall be able to be contacted via the unit unless they can be contacted via their home phone or they are outside the coverage area.

Employees in possession of company equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection

Personal Cellular Phones –

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are asked to limit personal calls during the workday as much as possible. Flexibility will be provided in circumstances demanding immediate attention.

The City will not be liable for the loss of personal cellular phones brought into the workplace.

Safety Issues for Cellular Device Use –

Employees whose job responsibilities include regular or occasional driving and who are issued a cellular device for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment should be used.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cellular device for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving are solely responsible for all liabilities that result from such actions.

9. IPADS

Individuals issued a city owned IPAD device for the performance of their duties shall abide by the provisions of Chapter 10.12 Internal and External Electronic Communication, Chapter 10.13 Software and Hardware, and Chapter 10.13 (a) Social Media Policy of the Personnel Policies and Guidelines when using these devices.

Each person assigned an IPAD is to be issued the operation manual the specific brand and model of the unit to be used. The user should be thoroughly familiar with the IPAD features, proper care and operation.

Each person assigned an IPAD is responsible for its proper care, use, and security. The City may purchase insurance to cover insurance for loss or damage. However, there remains a deductible that may need to be paid for each incident. Each individual will be responsible for replacement of the IPAD or the deductible on damage or loss during non-working conditions. Loss or damage caused during normal working conditions other than gross neglect will be the responsibility of the City.

Each issued IPAD will come with an internal rechargeable battery. Individuals shall be responsible for insuring that the battery is adequately charged to ensure unit operation during working hours.

For the purposes of this policy, the term IPAD refers to all models of tablet computers designed by Apple Computers.

10. Appendix

**CELLULAR DEVICE ELECTION FORM
PAYCHECK WITHHOLDING AUTHORIZATION**

I, _____, understand that the City of Junction City has established a cellular device policy that outlines the procedures for city cellular device use. I have read and understand the policy its content, and its implications.

_____ Option 1 – I am electing to utilize the city owned cellular device assigned to me for city business purposes only. I understand that I will be responsible for reimbursing the costs associated will all personal calls made on this device.

_____ Option 2 – The cellular device policy allows employees to utilize their assigned cellular device for personal and city usage. Therefore:

I hereby authorize the City of Junction City to withhold _____ on a twice a month basis (24 pay periods per year) from my City paycheck to fund my personal use of the city owned cellular device. In addition, I authorize the City to withhold any amount necessary to pay for any monthly overages for all personal calls.

I understand that these funds with continue to be withheld from my check until formal written cancellation is received. In addition, changes to the amount withheld for calling plan adjustments must also be in written form.

I understand that if I download any applications to my Cellular device, I am responsible for the costs associated with these applications.
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Employee Name (please print)

Employee Signature

Date