



## ADMINISTRATIVE POLICIES AND PROCEDURES

**Policy ID:** OMB  
**Subject:** Cell Phone Allowance Program  
**Creation Date:** September 14, 2007  
**Prepared By:** OMB  
**Approved By:** City Manager  
**Legal Review Date:**

**DESCRIPTION:** Cell Phone Allowance Program

**POLICY:** The City is implementing a Cell Phone Allowance Program allowance to increase efficiency and reduce administrative cost of providing Department Heads technology equipment. Effective immediately, Department Heads and above may be considered for the Cell Phone Allowance program. Deputy City Managers are the approval authority for Department Heads participation within their portfolio.

**PROCEDURES:** Section I – Participation

Department Heads and above choosing to participate in the Cell Phone Allowance Program must:

1. Complete a Cell Phone Allowance Request.
2. Submit the request to their designated City Manager/Deputy City Manager for approval.
3. Return any city issued communication device in their possession whether it be a phone or PDA. (participants in the allowance program may not have both the allowance and a city device).
4. Approval for Deputy City Manager participation will obtain authorization from the City Manager and route the request to the Human Resources Department for allowance processing.

All Department Heads and above deciding to discontinue their participation must complete a Cell Phone Allowance Request form indicating their desire to discontinue, and return the form to the Human Resources Department, payroll and records division.

### Section II Guidelines:

The Cell Phone Allowance for the program is initially set at \$37 (Thirty-seven dollars) paid biweekly. Revision of the allowance amount, as warranted, will be during the annual budget process. All participants must use their device for City business and make connectivity available to their department. Participants must ensure their device is active twenty four hours a day, seven days a week. They must use the device in the completion of his or her job duties.