

**CHAPTER 6-C PROCEDURES
APPROVED BY COUNCIL / DEPARTMENT**

SUBJECT: PERSONAL CELL PHONE ALLOWANCE		
REVIEWED : JUNE 11, 2018	(X) PERSONNEL (X) ADMINISTRATIVE – RESOLUTION R2018-13	EFFECTIVE: 6/11/2018

I. PURPOSE.

This policy identifies the procedure for requesting a reimbursement for utilizing a personal cell phone to conduct City business.

This policy is a practical method that will eliminate the need for an employee to log the amount of time and the business-purpose of each business related cell phone call made on a personal device.

This policy is not intended to modify any collective bargaining agreement.

II. POLICY.

The City of Sequim recognizes that cell phones are an important and necessary tool in the performance of certain employees' job duties. For those employees who have a valid business purpose, the City of Sequim will provide a cell phone. The selection of an appropriate City-owned phone and plan will normally be determined by the IT department.

It is preferred that employees use a City provided cell phone to conduct City business. However, at the sole discretion of the Department Head, a personal cell phone may be used in lieu of a City provided device. In such situations, the City will reimburse the employee for a portion of their personal cell phone cost. The employee will be required to sign a Personal Cell Phone Allowance Agreement (Appendix A).

Employees who receive a cell phone allowance are responsible for:

- Purchasing equipment
- Payment of bills and charges associated with the equipment
- Retaining six months of monthly billing records
- Upon request, providing recent billing statements reflecting all business-related phone calls

The use of a cell phone to conduct City business, whether owned by the employee or the City, creates a public record subject to disclosure under the Washington State Public Records Act. Voicemail messages relating to City business are also a public record subject to disclosure

**APPENDIX A
PERSONAL CELL PHONE ALLOWANCE AGREEMENT**

Date:	
Employee Name:	
Job Title:	
Department:	
<p>All cell phone allowance payments are departmental responsibility and considered other compensation. The cell phone allowance will start at the next scheduled pay date.</p> <p>Appropriate payroll taxes on the allowance amount will be withheld from the paycheck and the amount of the allowance will be included on the year-end W-2. The allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay.</p>	
<p><i>Employee Certification and Signature:</i></p> <p>I certify that I have read and understand the Personal Cell Phone Allowance procedure.</p> <p>_____</p> <p>Signature Date</p>	
<p><i>Department Head Approval:</i></p> <p>I have approved this employee for the Personal Cell Phone Allowance.</p> <p>_____</p> <p>Signature Date</p>	

under the Washington State Public Records Act. Users are not allowed to use text messaging for City business whether using a City provided or a personal cell phone.

Use of the cell phone in any manner contrary to local, state or federal laws will constitute misuse and will result in termination of the personal cell phone allowance.

The City will provide limited technical support for personal cell phones approved by the Department Head.

III. APPROVAL.



Charles P. Bush, City Manager



Date