

CELLULAR TELEPHONE USAGE

Revised 12/13/18

I. PURPOSE

To establish regulations which standardize the procedures utilized in the use of County-owned, rented, or leased cellular telephones in the conduct of official County business.

II. POLICY

Employees may be provided with cellular telephones for use in their County employment duties. If the cellular telephone service company provides the use of calling to an outside number at no cost to the County and the use of this number does not reduce the purchased minutes for county calls, then this number may be used on a limited basis for short durations as long as necessary work activities are conducted. Other than in this limited situation, County-owned, rented, or leased cellular telephone equipment is not to be used for personal business or used by a non-County employee except in emergency situations. Any employee using a County cellular telephone for an emergency situation will reimburse the County for the cost of using the equipment.

III. PROCEDURES

A. Acquisition. The acquisition of cellular telephones shall be limited to those instances in which there is a demonstrated need for such equipment to perform essential county business or to improve safety, increase productivity, increase service to the public or in situations in which necessary communications cannot be provided by any other means. Before purchasing, renting, or leasing equipment, each department shall submit their request in writing to the Board of Commissioners. No more than one cellular telephone shall be issued to any County employee.

Tuscola County will provide an unlimited local, and if deemed necessary, an unlimited nationwide plan at the most reasonable rate available to the County. The plan cost and details must be reviewed and approved by the Tuscola County Board of Commissioners PRIOR to implementation of the plan by the Tuscola County employee.

Tuscola County may furnish the phone and plan. If this option is chosen, the employee will be responsible for reimbursement to the County for any costs incurred due to the use of the County phone for personal business. The cellular phone and accessories will belong to the County with this option.

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B. Reimbursement In certain instances, Tuscola County will provide reimbursement to Elected Officials, Department Heads and On-Call employees at a rate of \$25.00 per month for their own personal cell phone. Replacement, repair and maintenance of the cellular phone will be the employee's responsibility if this option is chosen. In order to receive reimbursement under this option, the employee shall submit to Accounts Payable a copy of their personal cell phone bill each month, with the appropriate signature and account number to be charged written on it. Only employees who choose to use their own personal cell phone are eligible for reimbursement. When an employee chooses to receive reimbursement towards the cost of their personal cell phone, their phone becomes subject to FOIA.

C. Records. Each Department head will develop and maintain records sufficient to ensure proper utilization of County equipment. These records shall include cellular telephone assignment, cellular telephone use, and in particular, such information warranted under take home assignment to ensure accountability of equipment used beyond normal working hours.