

EXECUTIVE ORDER 12-07

A. PURPOSE:

The purpose of this Executive Order is to adopt the Murray City Cell Phone Policy as recommended by the City's IT Governance Committee.

B. CELL PHONE POLICY:

The Cell Phone Policy recommended by the City's IT Governance Committee, attached as Appendix 1, is hereby adopted.

C. EFFECTIVE DATE:

This Policy shall be effective as of the date of execution and shall remain in effect until otherwise amended or repealed by the Mayor.

Dated this 26th day of November, 2012.



MURRAY CITY CORPORATION

Daniel C. Snarr, Mayor

ATTEST:

A handwritten signature of Jennifer Kennedy.

Jennifer Kennedy, City Recorder

APPROVED AS TO FORM:

A handwritten signature of Frank M. Nakamura.

Frank M. Nakamura, City Attorney

Appendix “1”

Murray City Cell Phone Policy
Adopted by the IT Governance Committee

I. INTRODUCTION

The City recognizes the value of cell phones in conducting City business and encourages the use of cell phones for employees to increase work efficiency, improve internal communications, provide a higher level of customer service and enhance emergency response. The City IT Governance Committee reviewed this policy and recommended approval of the policy on September 10, 2012. The Mayor authorized the policy with Executive Order (#) (See Attachment 1) and the effective date is (date).

II. ELIGIBILITY CRITERIA

Employees eligible for assignment of City-owned cell phones, electronic paging devices and other wireless personal communication devices are those designated by the Department Head.

III. CELL PHONE POLICY OPTIONS

Department Heads will be responsible to determine the need for employees in their department to use a cell phone for City business and will request the costs in the budget process. The following two options are provided in which the employees may select:

Option #1 Employee is provided a City issued cell phone

- The Department Head will select a cost effective phone, service provider and rate plan to best accomplish the objectives of this policy;
- The City purchases the phone and owns it, and provides replacements;
- The City pays the bill;
- If a data plan (smartphone) is required, the employee pays \$5 per month to cover any personal use, which will be administered as a payroll deduction. This amount was evaluated by the committee and was recommended after department head input on an equitable amount for personal usage of the phone.
Attachment 2 includes the form that must be submitted for payroll deduction;
- Department Heads manage the plan to make certain it is used judiciously;
- There are instances where an employee is allowed to use a City issued cell phone but does not take it home or use it for personal use. In this situation, the employee will not be required to pay the \$5 per month for personal use;
- The phone must be returned to Department Head upon employee leaving employment from the City.

Option #2 Employee owns the phone and is reimbursed for City use

- The employee purchases and owns the phone, and provides replacements;
- The employee pays the bill;
- If a data plan (smartphone) is required, they are provided an allowance of \$65 per month, to be evenly divided among pay periods during the year. This amount was derived after evaluation of the cost data plans and input from department heads on an equitable amount for reimbursement;
- If a basic phone is required, they are provided an allowance of \$30 per month, divided among pay periods during the year.

The dollar amount paid for these options will be reviewed annually as part of the budget process and adjusted, if necessary.

IV. EMPLOYEE AVAILABILITY

Certain employees are expected to be available during work hours whether in the office or at a meeting or conference and in emergency situations outside work hours. As a result, these employees, identified by Department Heads, shall keep their cell phone with them while at work or at home. It is also expected that these employee's phone's will have a data plan to allow for additional communication of information and scheduling of meetings via e-mail.

V. RESPONSIBLE USE OF CELL PHONES

The use of cell phones shall not interfere with an employee's duties.

VI. LOST OR STOLEN CELL PHONES

If City-owned cell phones are lost or stolen, employees must report this immediately to the Department Head so that service can be discontinued. Malfunctioning cell phones are to be reported to the Department Head to arrange for replacement or repair.

VII. GOVERNMENT RECORDS REQUESTS

The telephone bill may be deemed a public record to the extent that the City is paying the bill for monthly usage.

VIII. CONCLUSION

This policy is implemented as part of the IT Strategic Plan recommendations. Department Heads will ensure that the standards are implemented as identified in this policy. The IT Governance Committee may also recommend future modifications if issues arise that prompt changes.

Attachment 1

Attachment 2

**Murray City
Payroll Adjustment Request
Cell Phone Usage**

Employee Name: _____

Department: _____

In accordance with the Murray City Cell Phone Policy, the undersigned authorizes ONE of the following payroll adjustments:

- I authorize a deduction of \$5 per month (\$2.50 per pay period) to cover personal use of a City-owned cell phone (smartphone).

- I request reimbursement of \$65 per month for use of my personal cell phone (smartphone data plan) for City related business.

- I request reimbursement of \$30 per month for use of my personal cell phone (basic plan) for City related business.

Effective Date: _____

Employee Signature: _____ Date: _____

Department Head Signature: _____ Date: _____