

CITY OF JONESBORO, GEORGIA

PERSONAL MOBILE DEVICE REIMBURSEMENT POLICY

1. PURPOSE

The City of Jonesboro recognizes that employees may be required to use their personally owned mobile phones to conduct official City business. The purpose of this policy is to establish a fair, consistent, and fiscally responsible process for reimbursing eligible employees for a portion of the cost associated with the required or regular use of a personal mobile phone for City business.

The reimbursement provided under this policy is intended to offset a legitimate business expense and is not intended to serve as additional compensation.

2. SCOPE

This policy applies to City of Jonesboro employees who are required or reasonably expected to regularly use a personally owned mobile phone in the performance of their official duties.

Mere possession of a personal mobile phone or occasional incidental use for City business does not automatically qualify an employee for reimbursement.

3. ELIGIBILITY

An employee may qualify for reimbursement when the employee's Department Head or Supervisor determines that regular use of a personal mobile phone is reasonably necessary for the performance of the employee's assigned duties.

Qualifying business use may include, but is not limited to:

- Communicating with City employees, supervisors, elected officials, residents, vendors, contractors, or other governmental agencies;
- Conducting City business while working in the field or away from a City workstation;
- Receiving or responding to work-related telephone calls, text messages, or emails;
- Accessing City-approved applications, systems, or electronic information;
- Responding to emergencies or time-sensitive City matters; or

- Other legitimate City business requiring regular mobile communication.

Eligibility shall be based upon the duties and business needs of the position and shall not be considered an employee benefit or entitlement.

4. REIMBURSEMENT AMOUNT

Eligible employees shall receive reimbursement of **\$50 per month**, up to a maximum of **\$600 per calendar year**, for the business-related use of their personal mobile phone.

Reimbursement shall be issued **quarterly rather than monthly**, as follows:

- First Quarter (January–March): up to \$150
- Second Quarter (April–June): up to \$150
- Third Quarter (July–September): up to \$150
- Fourth Quarter (October–December): up to \$150

Employees who are eligible for only a portion of a quarter shall receive reimbursement based upon the number of eligible months during that quarter.

Reimbursement shall not exceed the employee's actual cost of maintaining cellular service for the applicable reimbursement period.

5. QUARTERLY VERIFICATION AND APPROVAL

Prior to each quarterly reimbursement, the employee's **Department Head or Supervisor must submit a quarterly verification to the City Finance Department** certifying that:

1. The employee remained eligible for reimbursement during the applicable quarter;
2. The employee regularly used their personal mobile phone for legitimate City business;
3. The business need for personal mobile phone use continued during the quarter; and
4. The employee did not receive a City-issued mobile phone or another City reimbursement covering the same expense.

The Department Head or Supervisor shall identify the months during the quarter for which the employee is eligible.

No quarterly reimbursement shall be processed without the required verification.

Department Heads and Supervisors are responsible for ensuring that reimbursement requests are accurate, appropriate, and supported by a legitimate City business need.

6. PAYMENT

Following receipt and approval of the quarterly verification, the Finance Department shall process the reimbursement in accordance with the City's normal financial procedures.

The City Manager or designee and Finance Department shall establish reasonable administrative procedures, forms, and deadlines necessary to implement this policy.

7. EMPLOYEE RESPONSIBILITIES

Employees receiving reimbursement under this policy are responsible for:

- Maintaining an active cellular service plan sufficient to perform required City business;
- Purchasing and maintaining their personal mobile device;
- Paying all cellular service charges;
- Repairing or replacing the personal device when necessary;
- Maintaining appropriate security measures on the device; and
- Complying with all applicable City policies concerning technology, confidentiality, records retention, and information security.

The City shall not be responsible for the purchase, loss, theft, damage, repair, or replacement of an employee's personally owned device solely because the employee receives reimbursement under this policy.

8. PUBLIC RECORDS AND CITY BUSINESS

Employees are advised that communications concerning official City business may constitute public records regardless of whether the communication occurs on a City-owned or personally owned device.

Employees conducting City business on personal devices shall comply with applicable Georgia law and City policies concerning records retention, open records, confidentiality, and preservation of official City communications.

Whenever practicable, employees should use City-authorized accounts and systems when conducting official City business.

9. NON-EXEMPT EMPLOYEES AND WORKING TIME

Eligibility for reimbursement does not authorize a non-exempt employee to perform work outside the employee's authorized working hours.

Non-exempt employees must accurately report all compensable time spent conducting City business, including authorized work performed through telephone calls, text messages, emails, or other electronic communications outside normal working hours.

Supervisors shall manage after-hours communications in accordance with applicable City personnel policies and the Fair Labor Standards Act.

10. DUPLICATE REIMBURSEMENT

An employee shall not receive reimbursement under this policy if the City provides the employee with a City-owned mobile phone, pays for the employee's cellular service, or otherwise reimburses the employee for the same mobile-phone expense.

11. TERMINATION OR SUSPENSION OF REIMBURSEMENT

Reimbursement may be discontinued when:

- The employee's job duties change;
- Regular personal mobile phone use is no longer necessary;
- The employee transfers to another position;
- The employee separates from City employment;
- The City provides the employee with a City-owned mobile device;
- The employee fails to maintain cellular service necessary to conduct City business; or
- The employee otherwise becomes ineligible under this policy.

Reimbursement may also be suspended when the required quarterly verification is not submitted.

12. NO OWNERSHIP INTEREST

Payment of reimbursement under this policy does not give the City an ownership interest in the employee's personal mobile phone or cellular service account.

13. ADMINISTRATION

The City Manager and Finance Department are authorized to develop administrative procedures and forms necessary to implement this policy consistent with the policy adopted by the Mayor and City Council.

14. EFFECTIVE DATE

This policy shall become effective on _____, **20**, following approval by the Mayor and City Council of the City of Jonesboro, Georgia.

