

<b>POLICY ID: <i>FIN-002</i></b>	<b>TITLE: Employee Cellular Telephone Policy</b>	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION 05/11/2009    1/12/2017 03/01/2012 <b>EFFECTIVE DATE Immediate</b>	<b>APPROVED BY VILLAGE BOARD:</b> _____ Village Clerk	<b>DATE:</b> _____
<b>APPLIES TO:</b>	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>		

**PURPOSE** - To establish guidelines for the issuance and usage of Village-owned cellular telephones, to address Village of Kronenwetter business use of personal cellular telephones, and to establish procedures for monitoring and controlling costs related to cellular telephone use. This policy outlines the cellular phone options supported by the Village of Kronenwetter, guidelines for appropriate use, and other administrative issues relating to cellular telephone acquisition. This policy was created in order to enhance employee safety, limit Village liability, and help manage telecommunications costs.

**SCOPE** - This policy applies to all Village employees and other persons who have or are responsible for any cellular device issued by the Village of Kronenwetter.

**RESPONSIBILITIES** - Employees wishing to participate in the Village of Kronenwetter Cellular Telephone Program ~~must must apply and~~ receive Supervisor approval. The employee's Supervisor must approve the ~~application forms~~ and authorize participation before ~~submitting the application to~~ asking the Village Administrator.

The Administrator makes the final decision regarding an employee's eligibility for participation in the Village Cellular Telephone Program and for determining the employee's Occasional or Frequent User status and the service plan level. The Finance Director/Treasurer, under the direction of the Village Administrator, has the responsibility to

~~administer and~~ maintain the Village Cellular Telephone Policy. The Telephones will be administered by the Account Clerk under the direction of the Finance Director/Treasurer who is under the direction of the Administrator.

It is imperative that employees who use either Village-owned or Village-subsidized cellular telephone devices for business purposes use those devices appropriately, responsibly, and ethically. Their use should not be allowed to intrude upon the efficient conduct of business.

**CELL PHONE USE LEVELS** - The Village of Kronenwetter defines ~~two (2)~~ three (3) levels of cellular telephone users.

**1. Occasional User** - A Village of Kronenwetter employee who needs to be reached for Village business on his/her personal cellular telephone on an intermittent, occasional basis.

**2. Frequent User** - A Village of Kronenwetter employee who needs to conduct Village business through the use of a cellular telephone on a routine or frequent basis. Typically, the Frequent User's job responsibilities require:

- The employee must be reachable immediately in a timely manner.
- The employee ~~must be~~ is contacted outside of normal business hours.
- The employee is not normally present at a fixed workstation and timely communication is necessary for their job responsibilities.
- The employee is required to make frequent and/or prolonged travel.

### 3. Village Owned Cellular Telephone Device

#### **VILLAGE OF KRONENWETTER CELLULAR TELEPHONE PROGRAM OPTIONS:**

##### **(1) OCCASIONAL USER OPTION - PERSONAL CELLULAR TELEPHONE DEVICES:**

An Occasional User will use his/her personal cellular telephone device and service plan and receive a monthly reimbursement of fifteen dollars (\$15) from the Village of Kronenwetter. The Village will publish the Occasional User's personal cellular telephone number in the *Employee and Village Official Contacts Directory* distributed to all Village employees and Village officials (elected and appointed). The Village will not publish the Occasional User's personal cellular telephone number to the public. The Village recognizes NO additional obligation for the personal cellular telephone device and personal cellular telephone service plan outside of the monthly \$15 reimbursement.

##### **(2) FREQUENT USER OPTION - PERSONAL CELLULAR TELEPHONE DEVICES:**

The Frequent User will use his/her personal cellular telephone device and service plan and receive a monthly reimbursement of forty dollars (\$40) from the Village of Kronenwetter. The Village may publish the Frequent User's personal cellular telephone number in the Village's Emergency operation plan and will not release this number to the general public unless permission to do so is granted by the employee so being reimbursed. The Village recognizes NO additional obligation for the personal cellular telephone device and personal cellular telephone service plan outside of the monthly \$40 reimbursement.

**Appropriate Use (Options 1 & 2)** -The employee must present documentation regarding the personal monthly plan cost when applying for the Cellular Telephone Program and as requested by the Village. At no time shall Village reimbursement exceed the cost of the personal monthly plan.

The Village requires that employees who are reimbursed for their personal phones be available to take business calls during all business hours. Employees who are reimbursed at the Frequent User level (2) must be available to take business calls after-hours as well as during standard business hours. Nonexempt employees who take business calls while "off the clock" will be paid for actual time worked.

Employees who are reimbursed for personal cell phones must sign acknowledgement of the fact that all cell phone invoice details are subject to audit and to public records requests as allowed by State law.

### (3) ~~FREQUENT USERS OPTION~~—VILLAGE OWNED CELLULAR TELEPHONE DEVICES

Appropriate Use - The following must be observed:

1. Village-owned cellular devices are property of the Village and must be treated, used, and safeguarded as such. If an employee damages or loses a Village-issued cellular telephone, the employee must immediately notify the Finance Director/Treasurer and Account Clerk.
2. The Village strongly encourages the use of personal password protection on all mobile devices.
3. Employees may not use a Village-owned cellular telephone for personal use that is other than incidental, for the purpose of illegal transactions, harassment, or obscene behavior, or in ways that are not in accordance with other existing employee policies.
4. Village of Kronenwetter will pay for reasonable business-use costs associated with issued cellular telephones. The ~~Finance Department~~Account Clerk ~~sends the reviews all~~ itemized bills through MiViewPoint for ~~user compliance with these policies and processes them for processing of~~ payment.
5. Under no circumstances are any purchases allowed through the cellular phone, including but not limited to ringtones, games, and any other monthly third party services.
6. Directory assistance calls are not included in the monthly service; use alternative means or free directory service number to obtain unknown phone numbers.
7. The SIM card that you receive links to your assigned cell phone number and the allowed mobile phone features. Do not abandon or re-assign the SIM card to another user unless approved by your Supervisor and the Finance Director/Treasurer. The Village maintains records identifying the assigned user of each phone number.
8. Upon termination of employment, users must return all cellular telephones and all original accessories to the Village ~~Finance Director/Treasurer~~Account Clerk; if items are not returned, appropriate replacement costs will be deducted from employee's final paycheck.
9. The Village expects that employees who are designated Frequent Users will be available to take business calls after-hours as well as during standard business hours. Non-exempt employees who take business calls while "off the clock" will be paid for actual time worked.

10. Employees must sign acknowledgement of the fact that the cell phone invoice details are subject to audit and to public records requests as allowed by State law.

The Village reserves the right to make changes to this policy at ~~anytime~~any time and will notify those affected by the updated policy at the time of change.

**Policy Non-Compliance** - An employee's supervisor will be advised of any breaches of this policy and will be responsible, under the direction of the Administrator, for determining appropriate remedial action including employee reimbursement of costs in excess of monthly service plan. This may also include revocation of the privilege to use the Village cellular device, services being blocked, and other possible disciplinary action.

**EMPLOYEE DECLARATION:**

***I have read and understand the above Cellular Telephone Policy, and agree to adhere to the rules outlined therein.***

***I understand that all cellular telephone invoice details are subject to audit and to public records requests as allowed by the State of Wisconsin.***

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Wireless Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director/Treasurer or Account Clerk

*Please make a copy of the signoff page to keep for your records; originals will be kept with your personnel file.*