

**ROCHELLE CITY COUNCIL
REGULAR MEETING 11/14/2022
AGENDA ITEM NO.**

SUBJECT: A Resolution Approving an Amendment to the Personnel Manual (City of Rochelle Employee Handbook)

Staff Contact: Nancy Bingham

Summary:

The City of Rochelle “Handbook” Personnel Policies Manual had a major update in October of 2018. The Personnel Policies Manual is in constant review and revisions shall be made periodically to be consistent with all applicable laws, employment policies and current technology.

The City hereby amends the Personnel Policies Manual, Chapter 5, Article P, increasing the cell phone allowance to \$50.00 from \$40.00

Chapter 5, Article P:

Cell Phone Allowance: The Cell phone allowance is designed to offset the cost to the employee for using his/her personal device for City business. The Department Head or his/her designee shall determine when a cell phone allowance is in the best interest of the City. The cell phone allowance will assist in deferring the cost of a cell phone or smartphone owned by the employee, which would be used for business use. This allowance is best used for employees who already have a personal cell phone, are willing to use it for City business and wish not to carry both a personal and work phone. Allowances are best suited for an employee for an employee who uses a cell phone occasionally to carry out City business, but significant enough to warrant reimbursement for costs. An employee receiving the cell phone allowance must retain an active cell phone or smartphone as long as the allowance is in place. The employee must provide any change in cell phone number to his/her Department Director within 48-hours of such change. Members receiving a cell phone allowance are expected to carry the cell phone or smartphone on their person both on and off duty and respond when called for City business. The cell phone or smartphone under this option is considered a personal item, owned by the employee. As such, the employee is responsible for all costs associated with replacing a lost, stolen or damaged cell phone or smartphone. The employee is also responsible for all costs associated with the purchase of accessories. If, prior to the end of any vendor contractual obligations, a personal decision by the employee, or an employee’s misconduct, or misuse of the cell phone or smartphone, results in the allowance being discontinued, the employee will bear the cost of any fees associated with that change or cancellation. Employee shall preserve all text messages, for business related activities, as the messages and phone records may be requested under the Illinois Freedom of Information Act (FOIA). The monthly allowance will be set by the City Council upon a recommendation from the Finance Director and would be reviewed as directed or needed. The cell phone allowance is set at **\$50 per month**, to be paid through accounts payable processing.

Funding Sources:

Source:	Budgeted Amount:	Proposed Expenditure:

Strategic Plan Goal Application:

- Dynamic planning and evaluation in City wide planning efforts.
- Budget - A tool to attract and retain quality employees allowing the departments to provide quality services to the City and its residents.

Recommendation: Approve a Resolution to Amend the City of Rochelle Handbook (Personnel Policies Manual)

Supporting Documents: