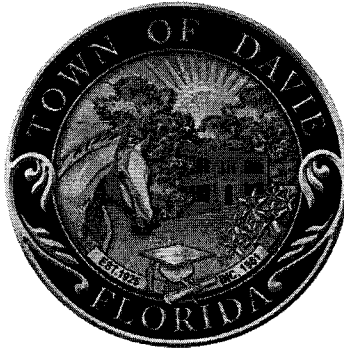


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**CELLULAR TELEPHONE POLICY
SOP #24-014**

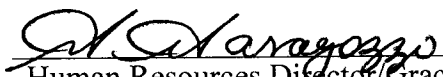
September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	September 19, 2012	Human Resources	Initial Release


APPROVALS:



Human Resources Director/Grace Garagazzo

2/5/19

Date



Town Administrator/Richard J. Lemack

2/7/19

Date

1-1. PURPOSE.

To maintain control over the Town of Davie's cellular telephone related expenses and to ensure that all telephone use paid for by the Town of Davie complies with audit requirements for the Town of Davie, the IRS, and the State of Florida.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, Seasonal employees, and volunteers.

1-3. POLICY.

In order to maintain control over the Town of Davie's cellular telephone related expenses and to ensure that all applicable Town of Davie costs are business related and comply with audit requirements for both the Town of Davie, the IRS, and the State of Florida, the procedures outlined in this policy regarding cellular telephone calls must be adhered to by all Town Employees. Employees that violate this policy will be subject to disciplinary action, up to and including dismissal for continued abuse.

1-4. PROCEDURE.

In an effort to reduce the costs associated with cellular telephone calls as well as the administration of such calls Town wide, the following procedure will be followed by each Town of Davie department.

- a. Each Department Director shall assess each position within their department to determine whether there is a necessity for the position to be available by cellular telephone due to the nature of the job. Individuals occupying positions that require a cellular phone must be available to respond in accordance with their Collective Bargaining Agreement or Town of Davie policy, whether they are provided a Town Issued Phone or provided a stipend under the following guidelines.
- b. If it is determined by the Department Director that it is essential that a certain position carry a cellular telephone, the Department Director must then determine a stipend amount based upon expected cellular telephone utilization using the stipend schedule (Appendix 1). Employees that are given stipends will be expected to purchase their own cellular telephone and maintain that phone as long as they are receiving the stipend. (Stipends paid to employees are taxable per IRS regulations and the amount of the stipend will not fluctuate based on monthly utilization once an amount is determined.)

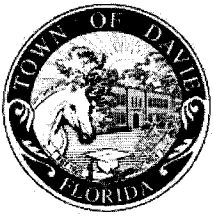
Each department will be required to transition to the use of stipends in lieu of Town issued cellular telephones whenever it is possible. Exceptions, requiring the issuance of a

Town cell phone, should be documented by the Department Director and reviewed with either the Town Administrator or Director of Human Resources.

- c. Once it is determined by the Department Director which positions (and therefore which employees) are required to be available by cellular telephone, a list, including employee name and position title, must be submitted to Human Resources for approval and processing, in order that stipend payments may begin. The Human Resources Director will review with the Town Administrator the list of positions receiving stipends for cellular phones.
- d. Departments will be required to review on an annual basis the continued need for cellular phones within their departments. If it is determined that a position no longer requires the use of a cellular phone, Human Resources must be notified immediately in order that any stipend being paid to an employee in that position be terminated.
- e. **Employees that are issued cellular phones by the Town of Davie (either permanently or on a daily basis) may only use the cellular phone for business use. No personal calls may be placed or received on a Town of Davie issued cellular phone unless it is an emergency.** If in an emergency or any other circumstance a personal call is made on a Town of Davie issued cellular phone, reimbursement shall be made to the Town of Davie and applicable taxes will be assessed pursuant to IRS guidelines. Department Directors are responsible for ensuring that all telephone calls placed on Town of Davie issued cellular phones are either business related or reimbursed completely pursuant to applicable IRS laws and guidelines.

1-5. **TECHNOLOGY SERVICES RESPONSIBILITIES.**

- a. Some employees may need email and calendaring capabilities in addition to cellular connectivity based on the Department Directors' discretion. Technology Services is responsible for maintaining the list of cellular "smartphone" devices known to be compatible with our network and email systems. In addition, Technology Services will provide limited support of these devices to ensure connectivity to the network and email systems.
 - b. Technology Services is not responsible for ensuring policy compliance at the departmental level.
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CELLULAR TELEPHONE STIPEND SCHEDULE

<u>Monthly Stipend Amount</u>	<u>Threshold for Amount</u>
\$50	Department Directors and other Data Users who are required to have e-mail capability for their position in addition to 24X7 access by cellular phone for their job.
\$40	Heavy Usage based on a high requirement for 24X7 access. Current usage which consistently exceeds \$35 per month for BUSINESS related phone calls.
\$30	Frequent usage and high demand by other Town of Davie users. Current usage which consistently exceeds \$25 per month for BUSINESS related phone calls.
\$20	Occasional Usage and a necessity to contact the person by cellular phone which is critical under certain operational circumstances. Current usages which consistently exceed \$15.00 per month for BUSINESS related phone calls.
\$10	Infrequent Usage, but the ability to contact the person could be critical under certain operational circumstances.