Section 500 – Cell Phones & Communication Allowances

A. Davis County Clerk/Auditor is responsible for the management and auditing of all mobile phone accounts.

B. Administrative Officers will determine the Service Provider that best meets the needs of their Department. Davis County Purchasing Department will act as an information resource in assisting Administrative Officers in Service Provider selection.

C. The Administrative Officer will assign a member of the departmental staff to administer the service plan for the Department. The Director of Procurement and Contracting will be assigned the telecommunications manager of the account and will be in charge of purchasing new service, devices, or replacement devices.

D. Administrative Officers shall be responsible to:

1. Identify employees with assigned work that requires the use of mobile phones.
2. Determine and assign the minimum usage level needed for job related activity.
3. Assign one of the Management Options as defined below.

Management Options

1. Option 1 - County provided device and usage plan with limited personal use.

a. For each authorized employee, administrators shall determine which of the following usage levels is required for County only related business.

Low Usage	(less than 200 any time county minutes per month)
Medium Usage	(200 – 500 any time county minutes per month)
High Usage	(greater than 500 any time county minutes per month)

b. Administrators shall authorize the closest service plan available from the selected provider which provides only the needed

County usage any time minutes plus approximately 100 additional any time minutes per month for personal use.

Note: Actual employee plan minutes may be part of a larger departmental pooled plan.

c. Administrators are responsible for the authorization of associated devices as required.

d. Administrators shall review as necessary or at least semi-annually the applicable usage records for Medium and High Usage users to insure compliance with paragraph 1.b. above.

e. Elected Officials with related duties that necessitate the ability to be contacted 24 hours a day may have additional personal time allotted.

f. Employees that have job related duties necessitate the ability to be contacted 24 hours a day may have additional personal time allotted to them at the discretion of the Administrative Officer.

2. Option 2 - Mobile Phone Allowance

a. Administrators may authorize an employee a monthly mobile phone allowance instead of county provided equipment and service plan.

b. Employees will provide own equipment and service.

c. Allowance will be treated as taxable income for employee.

d. Employees will be responsible for all costs associated with the purchase and/or replacement of device.

e. Monthly allowance amounts are as follows:

Employees requiring Mobile Phone with Voice Plan Only

Phone Level 1: $5 reimbursement - On average per month, the employee conducts 25 to 50 minutes of County business using a cell phone.

Phone Level 2: $10 reimbursement - On average per month, the employee conducts 51 to 100 minutes of County business using a cell phone.

Phone Level 3: $30 reimbursement - On average per month, the employee conducts 101 to 200 minutes of County business using a cell phone.

Phone Level 4: **$40 reimbursement** - On average per month, the employee conducts 201 to 500 minutes of County business using a cell phone.

Phone Level 5: $50 reimbursement - On average per month, the employee conducts more than 500 minutes of County business using a cell phone.

Employees requiring Mobile Phone with Voice and Data Plans

Phone/Data Level 1: $60 reimbursement - On average per month, the employee conducts a minimum of 100 to 200 minutes of County business using a cell phone and requires data.

Phone/Data Level 2 : $70 reimbursement - On average per month, the employee conducts 201 to 500 minutes of County business using a cell phone and requires data.

Phone/Data Level 3: $80 reimbursement - On average per month, the employee conducts more than 500 minutes of County business using a cell phone and requires data.

Note: If the mobile phone with data plan is required to utilize the County Enterprise Server, employees will only be able to utilize specific equipment and service providers which have been approved by the County Information Systems Department. No allowance will be given for unauthorized data devices.

*When utilizing this option, employees must be made aware that telephone records relating to Davis County Government business may be requested and distributed under GRAMA requests.

Employees requiring Mobile Phone with Wireless Priority Service (WPS)

This is an additional service that is activated and billed on the User's own wireless phone bill. This service grants priority cell service during high call volume times. This service is intended for emergency personnel use.

Initial Activation: $15 (one time)
Monthly: $5/month
Usage: Usage reimbursement will be reviewed on a case by case basis. User must submit a phone bill(s) containing the service charges. Current rate charged by WPS is .75/minute.

3. Option 3 - County provided device with no personal use allowed.

a. Administrators may provide mobile phones to employees for County use only. These phones may not be used for any personal use.

b. Phones assigned temporarily to personnel who are in an on call status are not authorized for personal use.

E. Administrative Officers may assign employees to other options and/or apply disciplinary action for employee noncompliance with this policy.