**Cell Phone Use and Accountability Policy**

The Toquerville City cell phone use and accountability policy outlines the policy for cell phones and other cellular device acquisition and use at Toquerville City. This policy allows the City to either reimburse employees for City related business use of employee-owned cell phones or allow employees to participate in the City’s cellular device plan.

**Options Available:**

1. Reimbursement 1: Minimal use of cell phone for work related communications, after hours or while away from a desk during working hours. Does not require the issuance of a city-owned cell phone. Employee will be reimbursed at $10 per month.
2. Reimbursement 2: Extensive use of cell phone for work related communications, after hours or while away from a desk during working hours. Does not require the issuance of a city-owned cell phone. Employee will be reimbursed at $25 per month.
3. City-owned: The employee is required to carry a cell phone for his/her official duties and is available during working hours and after hours. Employee will be issued a city-owned cell phone that is on the City’s current cellular provider plan and paid for by the City.

**Cell Phone Reimbursement:**

* The purchase and maintenance of personal cell phone equipment, accessories, and cellular service are the sole responsibility of the employee.
* The City will not be responsible for personal cell phones that get damaged, lost, or stolen even if the event occurs while on City time and are not reimbursable expenses.
* The City may choose to process the employee reimbursement as a check or in conjunction with the employee’s direct deposit.
* Employees must comply with all applicable laws and Toquerville City policies regarding cell phones/devices including but not limited to the use of cell phones or devices while driving.
* All devices under this policy may be subject to the Government Records Access Management Act (GRAMA) and/or legal/judicial actions. Any device that is used to conduct city business may contain a record that is subject to GRAMA.

**City-Owned Cell Phones:**

* City-owned cell phones are provided for the convenience of the city and employee in the performance of their official duties, as determined by their department director. The phone number will be made available to the public.
* Employees issued a city-owned cell phone are responsible for its use and treatment. If a city-owned phone is damaged, lost, or stolen the employee is required to notify his/her supervisor immediately.
* If a city-owned cell phone is issued to an employee, they will not be eligible for either reimbursement option.
* Employees must comply with all applicable laws and Toquerville City policies regarding cell phones/devices including but not limited to the use of cell phones or devices while driving.
* Employees must comply with all applicable laws and Toquerville City policies regarding cell phones/devices including but not limited to accessing inappropriate, illegal, or obscene material.
* All devices under this policy may be subject to the Government Records Access Management Act (GRAMA) and/or legal/judicial actions. Any device that is used to conduct city business may contain a record that is subject to GRAMA.

**City Cellular Plan:**

The City will contract with a single cellular provider to obtain the most advantageous and cost-effective plan for the City. The City will periodically review the single cellular provider to ensure the optimal plan is selected. Procurement of all city-owned cell phones must be done through the City approved cellular provider.

* All equipment and related plans purchased by the City must reasonably consider and not exceed the business purpose and needs of the city. The least costly equipment option must be used that reasonable meets the technology requirements of the city.
* All costs related to optional equipment and/or accessory upgrades are the responsibility of the employee and will not be reimbursed by the City.
* All procurement of City owned equipment/cellular devices and related plans must be processed through and approved by their department director.
* All City cellular plan equipment and accessories, including equipment upgraded at employee expense and the phone number issued to the device, are the property of the City and must be returned to the City when the equipment is no longer utilized for City related business purposes.

**Other Policy Elements:**

1. Eligibility: A reimbursement or a city-owned cell phone will be issued to an employee when his/her job description requires the employee to be reachable immediately, to utilize cell phone features that improve communications, be on call outside of normal business hours, or be away from a fixed workstation.
2. Approval of reimbursement or city-owned cell phone: The employee must submit a Cell Phone Use/Reimbursement Plan Agreement form to the City Manager. This form must be signed by the employee and the department director.
3. Personal use: Personal use of city-owned cell phones is permitted as long as the city plan allows for unlimited usage. All personal calls should be limited while on City time.
4. Policy Compliance: Department directors are responsible for ensuring department compliance with this policy and are responsible for the approval, monitoring, and funding of associated cellular related expenses within their respective budgets. Policy compliance shall be monitored by a third-party software monitoring company.

**Government Records Access Management Act:**

All devices covered under this policy may be subject to the Government Records Access Management Act (GRAMA) and/or legal/judicial actions. Any device that is used to conduct business may contain a record that is subject to GRAMA.

**Disciplinary Consequences:**

Toquerville City retains the right to monitor electronic devices used by employees after notice for compliance with this policy and other applicable city policies. Failure to comply with all applicable policies or other requirements may result in disciplinary action up to and including termination depending on the severity of the policy violation.