

Cellular Telephone Policy

Cellular telephones and cellular phone services are to be acquired following the City's purchasing policies and procedures and shall conform to the standards prescribed by the Information Technology Department. All City-provided cellular services and equipment are subject to the approval of department directors or their designee.

1.1 Usage Policy

The City of Bellevue audits all City-provided cellular services which includes a review of the monthly billing by the individual's supervisor.

Cellular transmissions are not secure. Therefore, individuals using wireless services should use discretion in relaying confidential information, and reasonable precautions should be made to prevent equipment theft and vandalism.

1.2 Personal Use of City-Provided Cellular Phones

City-provided cellular phone lines assigned to individuals are for City business calls. Incidental personal use of City-provided cellular phone lines is permitted. Any extra costs incurred, above what the City would normally pay, for such personal use is to be reimbursed to the City according to paragraph 1.4 below.

If personal use of City-provided cellular phone lines becomes regular and on-going, the employee may be asked to exercise the option of having a second, personal, line activated on their cellular phone, the monthly cost of which will be billed directly to the individual. The decision to add a personal line to an existing City-provided cellular phone is subject to the approval of the individual's department director and is discussed in paragraph 1.3 b. below.

1.3 a. Shared and Vehicle-Installed City-Provided Cellular Phones

In cases where a City-provided cellular phone is assigned to more than one individual or is installed in a City vehicle, all individuals who make or receive personal calls on such phones shall make a record of such calls to assist in reconciling the cellular phone bill. Any extra costs incurred, above what the City would normally pay, for such personal use is to be reimbursed to the City according to paragraph 1.4 below.

Note: Shared phones are not eligible for dual lines.

1.3 b. City-Provided Cellular Phones with Dual Lines

In some cases, subject to the approval of the department director, individuals may be assigned a City-provided dual-line cellular phone that can be equipped with both a business line and a personal line. The decision to provide a dual-line phone shall be made in accordance with what is in the best interest of the City, and the personal use of a City-provided cell phone is considered an employee benefit. Individuals using a dual-line phone shall conduct all personal calls on the personal line component of the dual-line phone. Monthly bills for each personal line will be sent directly to the employee by the cellular service provider. Each employee will be responsible for payment of all charges associated with their personal line. The City will not be held liable for payment of any personal charges.

1.3 c. Reimbursement for Business Use of Personal Cellular Phones

Individuals who conduct City business on their personal cellular phones may apply for reimbursement for such calls. To receive reimbursement, the individual must indicate the date and purpose of the call, and submit this information along with the original phone bill. The reimbursement amount will be based upon the cost of the City-business calls that exceed the normal monthly calling plan cost.

1.4 Reimbursing the City for Personal Calls

Individuals who use City-provided cellular phones for personal calls are responsible for reimbursing the costs associated with those personal calls. The amount of the reimbursement to the City will be equal to the increase in monthly charges to the City caused by the personal calls.

For example: The calling plan for a particular cellular phone is 60 minutes for \$19.95 with additional minutes at \$.25 per minute, and the person assigned to the phone uses the phone for 5 minutes of personal calls.

- a. If the total minutes for all calls does not exceed the 60 minutes in the plan during the month, the individual would owe nothing.
- b. If the total minutes exceed the 60 minutes, the individual would owe \$.25 for each minute over the 60 minutes, to a maximum of 5 minutes (the total length of their personal calls.)