

4.4 Cellular Phones

4.4.1 Use of Cellular Phones

Cellular telephone calls are more expensive than those using ordinary telephone service. These higher costs must be weighed against the level of employee need and expected usage. Cellular phones should be used only when a lower cost alternative is unsafe, inconvenient or not readily available. Cellular transmissions can be overheard by others; discretion is to be used in discussing confidential information. Employees are responsible for taking reasonable precautions to prevent theft and/or vandalism of cellular equipment.

4.4.2 Personal Use

The city recognizes that occasions arise in which personal calls need to be made or received on a cellular telephone. However, it is intended that cellular telephones be used for city business-related purposes. Personal calls are to be *minimized*. The city reserves the right to monitor the use of all city-owned cellular telephones and has the authority to withhold any unreimbursed amount from the employee's wages.

4.4.3 Reimbursement for Personal Calls

Employees provided with a cellular phone must enter into a reimbursement agreement with the city which requires the prompt reimbursement for the cost of personal calls. Employees are responsible for maintaining a record of the phone numbers and names of persons or businesses that have been called, or who call, for personal reasons and provide a copy of the records to accounts payable in the Finance Department. The attached form may be used for keeping such records. As an alternative, the required information may be noted on the monthly cellular service billing.

4.5 Reports

Reports detailing use of the SCAN system and regular long-distance calls will be provided monthly to department directors.

4.6 Responsibilities

4.6.1 Telephone Coordinator

The telephone coordinator is responsible for coordinating installation of new and/or changes to existing telephone equipment, providing