

USAGE POLICY FOR CITY-PROVIDED CELLULAR PHONES

In recognition of the fact that department heads and certain supervisory personnel with on-call responsibility are expected to be available for City business outside of normal working hours, it is City policy to allow these employees to use City-provided cell phones for personal calls as well, with the following provisos:

1. Any personal long distance calls that result in a charge to the City shall be reimbursed by the employee.
2. Excessive personal use of City cell phones (defined as a greater than average pro-rata use of the cell phone plan's allowable minutes) will be reimbursed by the employee.
3. Department heads and supervisory personnel delegated with on-call responsibility shall be required to carry the City cell phone at all times.
4. Routine analysis of monthly cell phone invoices will continue, so as to guard against excessive personal use of the phones.

ADOPTED BY THE COMMON COUNCIL: June 13, 2006

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