



CITY OF TURLOCK

ADMINISTRATIVE POLICY
SUBJECT: Cell Phone Policy

DATE: March 2023
AUTHORITY: City Manager

PURPOSE

The City of Turlock (City) recognizes that the performance of certain job responsibilities may be enhanced by or may require the use of a cellphone or a smartphone. The purpose of this policy is to establish fair and consistent policy that outlines an employee's eligibility, process for requesting a cell phone reimbursement stipend or City issued cell phone, and employee rights and responsibilities under this policy.

POLICY

It is the policy of the City, whenever possible, to provide a cell phone reimbursement stipend to those employees that meet the eligibility criteria. Generally speaking, with the exception of shared resources and certain public safety operations, the City will not provide City-issued cellular devices. All cellular phone requests will be evaluated based on the eligibility requirements set forth in this policy. The City Manager, or designee, has full discretion to determine approval based on eligibility requirements, available funding, alternative communication methods, and other business-related reasons.

A list of authorized positions to receive a monthly cell phone stipend will be maintained and identified as Exhibit A. The City Manager at his/her discretion may modify Exhibit A to add positions and/or omit previously identified positions at his/her discretion.

PROCEDURE

Eligibility Criteria

An employee is eligible for a reimbursement stipend if one of the following criteria is met:

- The job functions of the employee require considerable work time outside of their assigned office or work area and it is important to the City that they are accessible by cell phone during those times.
- The job functions of the employee require him/her to be accessible by cell phone outside of scheduled or normal working hours.

The positions meeting these criteria have been identified in Exhibit A. An employee who occasionally may use a cell phone for business purposes is not eligible for a stipend or City-issued device.

Process

Department Heads or their designee requesting a new stipend or City-issued phone for themselves or their staff should complete and submit the attached "Cell Phone Request Form" to the City Manager, or designee, for approval. Each Department Head is strongly encouraged to evaluate whether a cell phone device is necessary before submitting a request, and to use alternative means of communication (e.g., landlines, radios, etc.) when such alternatives would provide adequate and less costly service to the City.

The City Manager will review each request on a case-by-case basis to determine if an employee's position meets the eligibility requirements and warrants a cell phone reimbursement stipend or City-issued device based on available funding and business needs.

Cell Phone Reimbursement Stipend

If approved for a reimbursement stipend, the applicable amount will be included in the employee's paycheck as a non-compensatory reimbursement.

This reimbursement stipend does not constitute an increase to base pay, will not be included in the calculation of percentage increases/decreases to base pay, and is not subject to PERS.

The City will pay only the agreed upon stipend amount. The reimbursement stipend is neither permanent nor guaranteed. The City reserves the right to remove the reimbursement stipend if the employee is no longer deemed eligible or if budget constraints require a reduction in costs.

Stipend Amounts

As of January 1, 2023, the amount of the reimbursement stipend will be split into the following three tiers:

- \$40 per month (General City Staff)
- \$60 per month (Managers and Supervisors)
- \$90 per month (City Manager, City Council, and Directors)

Employee Rights & Responsibilities

If approved for a stipend, the employee is responsible for purchasing and/or maintaining a cell phone and establishing a service contract with the cell phone service provider of their choice. The employee is responsible for purchasing their own cell phone service and equipment.

If there are problems with service, the employee is expected to work directly with the carrier for resolution. Support from the Information Technology Division is limited to connecting a personally-owned cellular device to City-provided services, including email, calendar, and contacts.

If the employee terminates their wireless contract at any point, they must notify Human Relations within five (5) business days so the stipend can be terminated accordingly. The employee is responsible to reimburse the City for any overpayment resulting from failing to notify Human Relations in a timely manner regarding termination of wireless contract.

If a cell phone is stolen or missing, it must be reported to the Human Relations Department, Information Technology, and the employee's direct supervisor by next scheduled work day. The employee is responsible to reimburse the City for any overpayment resulting from failure to notify Human Relations regarding a lost or stolen cell phone.

The City does not accept any liability for claims, charges, or disputes between the service provider and the employee. Cell phones covered by this policy are necessary for the efficient and effective conduct of City business and/or to create, receive, send, or store City data. As a result, information contained on the cellular device, as it relates to City conducted business, may be subject to records disclosure requirements. The employee must assist the City in providing access to information about or contained on the cell phone covered by this policy in response to such requests.

Cancellation

Reimbursement stipends will cease when an employee receiving a cell phone reimbursement stipend terminates employment with the City. Any such stipend will also be cancelled if an employee changes job positions and no longer meets the eligibility criteria. In case of a change in job positions, a new cell phone stipend request must be submitted to City Manager for review of the eligibility criteria.

If applicable, the employee should adhere to any department level policies regarding cell phone use.

City-Issued Cell Phones

The City may own and retain a limited number of cell phones for emergency, disaster recovery, and/or other business purposes, including:

- Shared Cell Phones: Arrangement involving multiple individuals sharing one cell phone that is turned in by each employee at the end of his or her shift.
- On-call Department Cell Phones: Used for business purposes only, this arrangement involves multiple individuals that take turns being on call and share one phone.
- Approved Positions (e.g., Code Enforcement, Police Sworn, Department Heads, etc.) that use their cell phones in a sensitive nature that would otherwise compromise their identity if they used their own personal cell phone for business.

City-issued phones will be used for basic calling, texting, and any other task related to their position. Employee's use of City-owned cell phones is for business only.

ATTACHMENT:

Cell Phone Request Form



City of Turlock Cell Phone Request Form

A Department Head or designee may evaluate and determine that an employee's position requires a cell phone or a stipend to execute their duties more effectively.

The following shall be completed by the supervisor to determine if an employee needs a cell phone to perform job duties and is potentially eligible for a cell phone stipend.

Employee Name: _____

Job Title: _____

Department: _____

Mobile Phone Number: (_____) _____

Requested Start Date: _____

Eligibility Criteria: Please check any boxes that apply to the employee.

<input type="checkbox"/>	The job functions of the employee require considerable time outside of his/her assigned office or work area and it is important to the City that they are accessible during those times.
<input type="checkbox"/>	The job functions of the employee require them to be accessible outside of scheduled or normal working hours.

Option Requested: Please check the box that applies.

<input type="checkbox"/>	City-Issued Cell Phones (Only optional to staff positions which have already been identified in Exhibit A)	
<input type="checkbox"/>	Cell Phone Reimbursement Stipend	Stipend Amount: \$ _____

By signing below, I acknowledge that I have read and understand City's Cell Phone Policy and agree to abide by the terms and conditions of the policy.

Employee: _____

Date: _____

Department Head/Designee: _____

Requested Date: _____

City Manager: _____

Approval Date: _____

EXHIBIT A

Staff Positions Identified for Stipend

City Manager's Office

City Manager (Optional)

Deputy City Manager (Optional)

Risk Management Director (Optional)

Economic Development Director/Communications Officer (Optional)

Executive Assistant to the City Manager/City Clerk

Executive Assistant to the City Manager/City Clerk Trainee

Information Technology Division

I.T. Manager

I.T. Coordinator

I.T. Analyst II

I.T. Technician

Development Services Department

Development Services Director (Optional)

Building Division

Chief Building Official

Building Inspector II

Building Inspector, I

Housing Division

Housing Program Manager

Housing Rehabilitation Specialist

Planning Division

Planning Manager

Finance Department
Finance Director (Optional)
Accounting Division
Principal Accountant
Purchasing Division
Purchasing Supervisor
Utility Billing Division
Financial Customer Services Supervisor

Fire Department
All Fire Battalion Chiefs
Fire Operations Division Chief
Fire Training Division Chief

Human Relations Department
Human Relations Director (Optional)
Principal Human Relations Analyst
Human Relations Analyst

Municipal Services Department
Municipal Services Director (Optional)
Executive Administrative Assistant
Operations Division
WQC Division Manager
WQC Supervisor
WWTPO Sr.
WWTPO II
WWTPO I

Electrical/Mechanical Maintenance Division

Electrical/Mechanical Supervisor

Electrical/Mechanical Supervisor Assistant

Electrical/Mechanical Technician Sr.

Electrical/Mechanical Technician II

Electrical/Mechanical Technician I

Electrical/Instrument Technician Sr.

Electrical/Instrument Technician

WQC Lab & Pre-Treatment Division

WQC Lab Supervisor

Environmental Compliance Inspector

Regulatory Affairs Division

Regulatory Affairs Manager

Staff Services Analyst

Utility Maintenance Division

Utilities Division Manager

Utilities Supervisor

Utilities Supervisor Assistant

Fleet Division

Fleet Maintenance Supervisor

SRWA Operations Division

Water Treatment Plant Manager

Water Treatment Plant Supervisor

Police Department

Chief of Police (Optional)

Police Support Operations Manager

Public Works Department

Public Works Director (Optional)

Deputy Public Works Director

Engineering Division

City Engineer

Public Works Supervisor/City Surveyor

Land Surveying Technician I/II

Public Works Construction Inspector Sr.

Public Works Construction Inspector

Transit Division

Transit Manager

Maintenance Division

Parks, Streets, & Public Facilities Superintendent
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Publics Facilities Maintenance Supervisor

Public Facilities Maintenance Assistant Supervisor
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Recreation Division

Recreation Superintendent

Recreation Supervisor

Recreation Coordinator
