



MUSCATINE COUNTY EMPLOYER OF RECORD CELLULAR TELEPHONE USE POLICY

Approved: April 25, 2022

Effective Date: July 1, 2022

Amended Date: N/A

A. Description

1. Cellular phones and other wireless communication devices are provided to enable county employees to transact county business in the most efficient and cost-effective method possible. Departments are required to review their wireless communications plans annually to ensure cost effectiveness.
2. Departments may implement more restrictive policies and procedures but may not adopt any that are less restrictive.
3. Employees shall secure all county owned telecommunication equipment to prevent unauthorized use, theft or damage and shall notify their supervisor immediately of any loss or damage. An employee may be held financially responsible for the amount of damage to or loss of county telecommunications equipment due to negligence.
4. Upon termination of employment, all county provided wireless telecommunications equipment must be returned to the County.

B. CELL PHONE ALLOWANCE

1. An employee seeking a cellular phone allowance must submit an "Authorization for Business Use of Personal Cell Phone" form to their department head for approval.
2. The department head will enter the allowed amount on the form and submit to the County Auditor. The monthly allowance shall be in multiples of \$5.00, not to exceed \$60.00.
3. The monthly cell phone allowance shall not exceed the cost of the employee's monthly cell phone plan or the monthly charge for a shared plan containing the employee's cell phone number.
4. The allowance shall be paid to the employee after documentation has been submitted to the County Auditor that a personal cell plan is in effect and a cost incurred or obligated.
5. The cellular allowance shall be reviewed no less frequently than annually for adjustment of the reimbursement.
6. When an allowance is provided, the County will not pay for equipment such as phone, batteries, handsfree equipment, etc.

C. COUNTY PROVIDED CELL PHONES

1. All County provided cellular phone equipment and services shall be used for conducting legitimate County business.
2. Occasionally, with the approval of the department head, personal use may be allowed for work

schedule changes or family emergencies, if the use does not violate the terms and conditions of this policy.

3. Employees must pay all associated costs for personal use.
4. Other costs resulting from misuse of cell phones shall also be the responsibility of the employee. County issued cell phones are not to be used as a replacement for a personal cell phone.
5. All county provided cell phone bills will be reviewed and approved by each department head prior to submission to the Auditor for payment.

D. PERSONAL CELL PHONES

1. With the approval of the department head, the County will reimburse an employee for occasional use of a personal cell phone for county business.
2. Reimbursement will be at actual cost and copies of itemized call detail submitted for reimbursement are subject to public disclosure.

E. SAFETY

1. Use of a cellular phone while operating a county vehicle is discouraged, except in the case of an emergency.

F. POLICY VIOLATIONS

1. Violations of this policy may result in disciplinary action, up to and including termination.

*Equal Opportunity Programs/Employer
Auxiliary aids and services are available upon request for individuals with disabilities*