



TOWN OF HILLSBOROUGH

PERSONNEL POLICY

POLICY 114

LAST REVISED 8/1/08

SUBJECT: MOBILE PHONE USE AND REIMBURSEMENT

PURPOSE: To define the scope of mobile phone reimbursements and appropriate use.

STATEMENT OF POLICY:

The Town shall provide mobile phone allowances to persons in the following positions:

Group A

City Manager
Assistant City Manager
Department Heads
PW Superintendent
Public Works Supervisors
Public Works Inspector
Assistant PW Superintendent

Group B

Police Captains
Police Lieutenant
Assistant Finance Director
Deputy Fire Chief
Fire Inspector
Building Inspectors
City Clerk
Building Official
Assistant to the City Manager
Executive Assistant
Human Resource Specialist
Associate Planner

Group A contains the positions most frequently required to use mobile phones in the field and key positions. Group B contains all other positions that may be required to use a mobile phone in the normal conduct of business.

The amount of the allowance is \$75 monthly for Group A and \$50 monthly for Group B. The monthly allowance amount shall be set, at a minimum, by the City Manager each January, based on the current costs for mobile phone cell plans.

Employees receiving a cell phone allowance must at minimum maintain mobile phone number with a voicemail feature. The number must be provided to the Town. Employees receiving an allowance can be ordered to carry their mobile phones while out of the office or when traveling.

Employees incurring extraordinary fees such as roaming charges while conducting official business may submit documentation for additional reimbursement of expenses.

Equipment

Employees may be reimbursed up to \$100 every two years for new phone equipment.

Reimbursement

All expense reimbursement requests must be submitted on a Town approved form. Expenses should be separated in categories to comply with IRS regulations. All expense reports should be submitted to the Finance Department as soon as possible from the date of the expense. Receipts for all expenses are required.

Town Phones

Mobile phones will be assigned to vehicles used by the on-duty Sergeant, Corporal, Investigators, Battalion Chief, Code Enforcement Officer and Fire Captains.

Personal Calls

The Town's mobile phone program is intended to be used for official Town business during business hours. It is recognized, however, that it is impractical to limit the use of the mobile phones to 100% business purposes. For example, employees cannot always control incoming phone calls, the determination of whether a specific call is business related or personal can be open to interpretation based upon specific facts and circumstances, and most calling plans also provide for free or unlimited calls during specific times of the day or week. Therefore, personal use is not prohibited, but the Town expects employees to exercise prudent judgment in keeping personal calls to a minimum.

Use of Mobile Phones

A. Moving Vehicles

In compliance with State law and the interest of the safety of our employees and other drivers, Town employees are restricted from using mobile phones or personal while driving. Use of cellular and other wireless devices should be kept to an absolute minimum, and may be used in the hands-free mode only. Taking notes, dialing, answering or reading displays are prohibited while the vehicle is in motion.

1. Town drivers may not make outgoing calls while driving a Town vehicle.
2. If a Town driver must answer an incoming phone call, he/she shall bring the vehicle to a safe stop prior to doing so.

If you must use a mobile phone while you are driving, you must use a hands free set (a telephone with a feature or attachment that allows you to

engage in a call without the use of either hand except for purposes of activation, deactivation or initiation of a function of the phone). Under no circumstances should employees place or prepare text messages when operating a motor vehicle on Town business and/or Town time.

B. General Use

Town business generally should be conducted using the Town's electronic resources. Unless approved in writing by the City Manager, employees should not use personal cell phones or personal data assistants to conduct any Town business. The Town may need access to information stored on those devices or with the third-party service provider for the Town's legitimate business purposes. These employees, therefore, should understand that the Town may request that the employee provide written consent to access communications stored on the personal communication device or for the third-party service provider to disclose to the Town the content of stored communications concerning the Town's business. An employee's refusal to comply with the Town's request for such consent may result in discipline up through and including termination. Employees are required to cooperate with the Town in obtaining such consent as well as in the Town's obtaining access to the stored communications.

Communications by employees through any third-party electronic communications service for which the Town is the subscriber or for which it pays the subscription directly or through reimbursement to the employee are subject to all Town policies, including this policy.

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