

SUBJECT: Management & Professional Mobile Phone Policy

PURPOSE: The County recognizes that certain job functions require that an employee be accessible when away from the office or during times outside scheduled working hours. For this reason, the County will provide mobile communication devices (e.g., iPhones and Androids) and/or mobile phones (collectively referred to as “mobile phones”) to select employees. This document describes the County’s policy as it relates Management & Professional employees (“M&Ps”), and serves to supplement to the County Executive’s Cellular Phones Policies and Procedures.

SCOPE: Management & Professional Employees

POLICY: County mobile phones may be assigned to M&Ps provided one of the following criteria is met. Simple convenience is not a criterion for mobile phone need.

- a. The job function of the employee requires considerable time outside of their assigned office or work area and it is important to the County that they are accessible during those times.
- b. The job function of the employee requires them to be accessible outside of scheduled or normal working hours.

It is the Department Head’s responsibility to make the above determination as to whether a County mobile phone is warranted and the type of mobile phone plan that is required.

When receiving a County mobile phone, M&Ps are required to sign a Statement of Receipt and Responsibility for Cellular Phone, and an Acknowledgment of Receipt and Acceptance of the M&P Mobile Phone Policy (“Acknowledgement”).

County-issued mobile phones are intended to be used for official County business. It is recognized, however, that in most cases it is impractical to limit the use of County mobile phones to 100% business use. For example, M&Ps cannot always control incoming phone calls/emails and the determination of whether a specific call/email is business-related or personal can be open to interpretation based upon specific facts and circumstances.

Therefore, personal use is not prohibited, but the County expects M&Ps to exercise prudent judgment in keeping personal calls/emails to a minimum.

Because personal use is inevitable in most cases, and since there is no longer the ability to break out incremental costs associated with specific calls due to flat monthly rates charged for service, the County will require that any M&P with a County mobile phone reimburse to

the County \$126.00 annually for a regular mobile phone and \$246.00 annually for a mobile communication device, to compensate for all personal use during the year.

As a condition of being issued a County mobile phone, M&Ps must consent in writing to reimbursement of this cost through 24 equal payroll deductions. This reimbursement will be waived where the employee has signed the Acknowledgement certifying that the mobile phone will be used strictly and exclusively for business purposes.

Periodic audits of individual M&P's County mobile phone use will be conducted to ensure compliance with the Management & Professional Mobile Phone Policy.

A County mobile phone is the property of the County and as such may be removed from the employee's possession at any time. Abuse of County mobile phone privileges, upon the discretion of the Department Head or immediate supervisor, may result in loss of County mobile phone privileges and subject the employee to discipline.

Mobile phone replacement or repair costs due to employee negligence and/or misuse will be addressed on a case-by-case basis by the Human Resources Department.

DATE ISSUED: July 1, 2008



Department of Human Resources

Monroe County, New York

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

ACKNOWLEDGEMENT OF RECEIPT AND ACCEPTANCE OF THE MANAGEMENT & PROFESSIONAL MOBILE PHONE POLICY

NOTE: For the purposes of this acknowledgement, mobile phones and mobile communication devices (e.g. iPhones, Androids) are collectively referred to as "mobile phones".

I, _____, acknowledge that I have read and
Employee Name (please print)
agree to abide by the terms of the Monroe County Management & Professional Mobile Phone Policy.

Check the appropriate box:

In compliance with the Policy I hereby authorize an annual wage deduction to compensate for my personal use of the County-issued device in the amount of \$126.00 for a basic mobile phone or \$246.00 for a mobile communication device. This payment will be made through 24 equal payroll deductions. I understand that I am expected to exercise prudent judgment in keeping personal use reasonable. I further understand that I may revoke this authorization at any time by submitting a written statement to the Department of Human Resources at the address provided below. I recognize that no rights to any third party shall result from this authorization.

- OR -

In compliance with the Policy I hereby certify I will use the County-issued mobile phone strictly and exclusively for business reasons and not for personal purposes. By signing this acknowledgement I understand that the monthly fee for personal use will **NOT** be assessed. I further understand that if I use the County-issued mobile phone for personal purposes without making the payment, I may be subject to disciplinary action, up to and including termination, and may lose County mobile phone privileges. I further understand that in order to begin personal use of the County-issued device, I must first submit a written statement to the Department of Human Resources at the address below authorizing a wage deduction.

Employee Signature

Date

This signed form should be returned to:
Department of Human Resources
Attention: Payroll
210 County Office Building
Rochester, New York 14614