

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

CELLULAR TELEPHONE

**SECTION 5.19
PAGE 1 OF 2**

- A. **Purpose:** To provide clarification on Sandusky County's position regarding personal use of county issued cellular telephones.
- B. **General:** Cellular telephones are provided to employees who by nature of his or her job have a routine and continuing business need for use of such communication equipment while on official county business. Appointing Authorities have the authority to approve cellular phone usage for his or her employee(s) and the selection of the appropriate usage account based on sufficient departmental budget funds; consequently, having complete responsibility for the purchase and monthly expenses of the cellular phone.
- C. **Usage:** Sandusky County cellular equipment usage accounts are provided for official county business. The county expects appropriate and responsible use. Employees are prohibited from circulating their county cell phone number as a telephone number at which they can be reached for personal business.
1. Sandusky County – provided cellular telephones are to be utilized only when it is the most cost effective, practical or available means of communication for the following reasons:
 - A. Conducting official county business.
 - B. Personal calls required as a result of work related situations, such as the necessity to work unanticipated overtime whereas an employee will be late getting home or picking up a child; or family emergencies arise in which personal calls need to be made or received on a cellular telephone. Such calls shall be brief and occur infrequently.
 2. All other usage will be considered personal. Personal use of such equipment is discouraged; however, occasionally it may be necessary. If unforeseen circumstances develop where employees must use their county issued cellular telephone to make a personal call, such calls are to be minimized and all cost shall be reimbursed to Sandusky County.
- D. **Inspection:** The Appointing Authority or his or her designee shall conduct random audits of assigned users monthly invoices. All county cellular equipment and equipment usage account statements, invoices and payment documents are public record and as such may be subject to disclosure and review.

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PAGE 1 OF 2**

- E. **Reimbursement:** Upon receipt of the monthly cellular service billing, each person assigned a cellular telephone must review the detailed bill and initial any personal calls made or received. The employee shall reimburse personal phone calls to the County. On a photocopy of the cellular phone bill, highlight the personal calls made and the number of minutes per call. Submit photocopy and payment to your Appointing Authority. When calculating personal cellular usage reimbursement, please see the example listed below.
1. **“Example” of Reimbursement Rate:** For each telephone, the service plan is \$19.95 per month for 180 minutes of cellular service. Each additional minute is \$0.35 per minute
 - A. To calculate ten minutes of personal cellular use when the allotted number of minutes under the plan **has not** been exceeded, the following formula would be used: \$19.95 divided by 180 minutes = \$0.11 per minute; multiplied by 10 would total \$1.10 reimbursable to Sandusky County.
 - B. To calculate ten minutes of personal cellular use when the allotted number of minutes under the plan **has** been exceeded, the following formula would be used: \$0.35 per additional minute; multiplied by 10 would total \$3.50 reimbursable to Sandusky County.
 - C. Cellular telephone service plans have a separate per minute “roam rate” for calls made outside the cellular service plan area. Any personal cellular use outside the service plan area shall be reimbursed to the County at the per minute “roam rate” as defined in the cellular telephone service plan.
 2. Individual must make a “pay in” to the appropriate Appointing Authority within 30 days of receipt of invoice.
- F. **Violation of Policy:** It is the employees’ responsibility to understand the features and conditions of his or her particular plan. Any conduct, which violates this policy, may result in disciplinary action up to and including termination.
- G. **Dissemination of Policy:** Each office or Department of Sandusky County shall be responsible for reviewing said policy with each employee issued a county cell phone. Upon approval and issuance of a cellular phone, the employee shall sign a cellular acknowledgment form. This acknowledgement shall be kept in the employees personnel file.

Original Adoption Date: _____ Approval Date: _____