

Grant County Personnel Policy

512.2 County-Issued Cell Phones/SCAN Card Numbers/Pagers

512.2.1 Specifics:

- a. Some positions may require the use of a pager (due to the layout of the County worksite) or a cell phone (when an employee is away from his/her normal work location) while he/she is conducting County business. SCAN cards/ numbers may also be assigned to employees for the purpose of making long distance calls or faxes. These resources are provided to employees on an “as needed” basis for County business purposes only. Personal long distance calls utilizing either a County cell phone or SCAN number is prohibited.
- b. Employees provided with pagers are required to have them turned on and in their possession at all times or as designated by their supervisors. Employees are required to respond to pages they have received in a timely manner.
- c. Employees are prohibited from using cell phones when operating a motor vehicle or heavy equipment in the course of conducting County business.
- d. County cell phones, pagers, and SCAN card numbers provided by Grant County are the property of Grant County and must be returned at separation of employment or at the request of the County. SCAN card accounts of departing employees are to be closed by the EO/DH immediately upon an employee’s separation.
- e. The purpose of this policy is to establish efficient and standard procedures with respect to:
 1. The use of County owned and personal cell phones used for County business for which reimbursement will be requested; and
 2. Departmental and employee responsibility for cell phone management and control of costs of cell phone acquisition and services.

512.2.2 Issuance Standards: EOs/DHs are responsible for conducting a need assessment prior to authorizing the acquisition of a cell phone and service. Cell phones shall be issued to individual employees and only after determining the:

- a. Business need for cell phone communication of the department and employee;
- b. The amount of time the employee spends away from the customary work site;
- c. The need for immediate contact with the employee;
- d. Benefits of cell phone service versus the comparative cost of alternative and less expensive means of communication; and
- e. Public safety needs and employee safety issues.

Grant County Personnel Policy

512.2.3 Acquisition Standards: After determining and approving the business need for a cellular telephone, the EO/DH will obtain service and equipment from the County's preferred provider. The account should be set up with the County's name and also the employee that is to receive the phone. The phone's serial number and phone number should be entered on the small and attractive items inventory, which is to be maintained by each department. The EO/DH should also determine the appropriate equipment and level of service that satisfy the requirements of the position and department's needs.

512.2.4 Usage Standards:

- a. A County issued cell phone shall be used for appropriate business purposes when a safe, convenient and less costly alternative is not available. Only County staff and other authorized persons conducting County business may use County cell phones.
- b. Personal use of a County cell phone is prohibited, except in cases of personal emergency or when extended work hours, unexpected travel or other unanticipated changes in job-related circumstances require the employee to contact family members, teachers, doctors, daycare center, and/or others affected by the change.
- c. An employee is **not eligible for reimbursement** in the event that the employee uses a **non-county** cell phone for County business.
- d. Employees are responsible for taking proper care of cell phones and take reasonable precautions against damage, loss or theft. Loss of a County cell phone should immediately be reported to the EO/DH. Losses attributable to negligence shall be replaced by the employee at his/her personal expense.
- e. With the exception of law enforcement officers and emergency services personnel in the case of emergency, employees are prohibited from using County-issued cell phones while operating any motor vehicle, including County motor vehicles and/or heavy equipment.
- f. Discussions of confidential information over a cell phone should be avoided.

512.2.5 Additional Restrictions: Departments may adopt more restrictive policies with respect to usage as their operations and circumstances warrant.

512.2.6 Monitoring: EOs/DHs are responsible for periodically reviewing employees' cellular telephone usage patterns. In the event cellular telephones no longer meet demonstrated business

Grant County Personnel Policy

requirements, are unused, or no longer “fit” the subscribed service plan, the EO/DH shall ensure the cancellation, reassignment, or adjustment of the cellular telephone service.

512.2.7

Compliance:

- a. Through the procurement process, the EO/DH should ensure monthly cellular telephone invoices detailing calls are sent by the vendor directly to the EO/DH, and include the name of the employee to whom the cell phone has been issued on the invoice. It is the responsibility of the EO/DH to forward the original, appropriate invoice to the individual employee assigned a County cell phone prior to payment by the County. The employee shall review the bill for accuracy and identify any personal calls reported on the invoice. The employee shall further:
 1. Sign and date the invoice;
 2. Indicate (highlight) any emergency personal calls (if any) recorded on the invoice;
 3. Provide reimbursement to the County for emergency personal calls, as defined earlier **if the maximum allowed minutes under the set fee are exceeded. The employee shall pay at the rate charged for excess minutes;**
 4. Attach a personal check made out to Grant County or a copy of the receipt for reimbursement for personal calls to the cell phone invoice; and
 5. Return the invoice and any payment for personal calls to the EO/DH for further processing for payment.
- b. The EO/DH or designee shall review all invoices returned for compliance with the above and for the purpose of identifying any equipment purchases, unexplained calls made on unusual days or at unusual times, repetitive calls, calls of long duration, long distance calls, and/or calls incurring roaming charges.