

## BOARD OF SELECTMEN

### Cell Phone Policy

Original Date: November 25, 2008  
2008-3

### **POLICY**

The Town of Wellfleet has determined that the limited use of cellular phones by Town employees is beneficial to town operations and enhances employee efficiency. To control costs the Town Administrator shall determine which employees will be assigned town cell phone privileges. Town-issued cell phones are not a personal benefit and generally should not be used for personal communication.

All employees should take time to become familiar with the various cell phone functions. The cell phone should be placed where it is easy to see and reach. Employees should bear in mind that cell phone calls can be intercepted and should take proper precautions when discussing confidential information.

### **ACCOUNTABILITY**

Employees are responsible for the cell phones that have been issued to them. If personal calls have been made or received, it is the employee's responsibility to annotate all personal calls and to reimburse the Town, if the monthly usage included in the cell phone plan has been exceeded and if the amount owed is over one dollar. The fee for personal phone calls is \$0.25/minute. Department Heads are responsible for reviewing all department cell phone bills to confirm that the Town has received proper reimbursement for personal calls. Employees must pay for the personal phone calls within 10 working days after receiving the bill by submitting a check to the Office of the Town Clerk.

All equipment purchased by the Town remains the property of the Town. When an employee leaves the Town, all equipment must be returned to the Town. If an employee no longer needs a cell phone, a Department Head should notify the Town Administrator's office.

### **PERSONAL CELL PHONES**

An employee who is not assigned a Town cell phone may be designated by the Town Administrator to use a personal cell phone for Town business calls and receive reimbursement via the Town's reimbursement procedures. A designated employee will receive reimbursement of \$25 per month. To receive reimbursement, an employee must adhere to the following reimbursement procedures. An employee:

- ◆ Must be designated by the Town Administrator
- ◆ Agree that all other cell phone costs are the employee's responsibility
- ◆ Agree to provide the number to the Town Administrator's office for distribution to selected Town personnel
- ◆ Agree to monitor the cell phone while off work and be reasonably reachable via the cell phone for official Town business calls
- ◆ File the appropriate reimbursement paperwork after the month has concluded with the Department Head.

### **REQUIREMENTS**

All employees issued a Town cell phone should familiarize themselves with this policy. Failure to adhere to established rules and regulations may result in the loss of their cell phone privileges.