**Mobile Phone Policy**

Mobile phones and mobile phone services must be acquired following both the City’s purchasing policies and procedures and the most recent edition of the Technology Resource Usage Policy and Work Rules issuedby the Information Technology Department.  All City-provided mobile phone services and equipment are subject to the approval of department directors or their designee

* 1. **Usage Policy**

The City of Bellevue audits all City-provided mobile phone services (voice minutes used, text messages sent/received, and data service use) which include a review of the monthly billing by the individual’s supervisor.

Most wireless transmissions are not secure. Therefore, individuals using wireless services should use discretion in relaying confidential information. Reasonable precautions should be made to prevent equipment theft and vandalism to City issued mobile phones.

* 1. **Personal Use of City-Provided Mobile Phones**

The City of Bellevue issues mobile phones or provides a monthly mobile phone stipend to allow efficient and cost effective execution of City business. Incidental personal use of City-provided mobile phone lines is permitted. Any extra costs incurred, above what the City would normally pay, for such personal use to be reimbursed to the City according to paragraph 1.6 below.

If personal use of City-provided mobile phone lines becomes regular and on-going, the employee may be moved to a monthly mobile phone stipend or asked to obtain a personal mobile phone. See paragraph 1.5 below.

**1.3. Shared and Vehicle-Installed City-Provided Mobile phones**

Where a City-provided mobile phone is assigned to more than one individual or is installed in a City vehicle, all individuals who make or receive personal calls on such phones shall make a record of such calls to assist in reconciling the mobile phone bill. Any extra costs incurred, above what the City would normally pay, for such personal use is to be reimbursed to the City according to paragraph 1.6 below.

**1.4 . Reimbursement for Business Use of Personal Mobile Phones**

Individuals who conduct City business on their personal mobile phones may apply for reimbursement for such calls or texts. To receive reimbursement, the individual must indicate the date and purpose of the call or text, and submit this information along with the original phone bill. The reimbursement amount will be based on the cost of the City-business calls that exceed the normal monthly calling plan cost.

**City Paid Monthly Stipend for Use of Personal Mobile phones**

* 1. **City paid monthly stipend for use of personal Mobile Phones**

At the department director’s discretion employees who would otherwise be provided with a City issued mobile phone can request to receive a monthly stipend for using their personal mobile phone for City business. The monthly stipend is paid through the payroll system as a taxable benefit, and the amount of the monthly stipend is based on one of three plan options as determined appropriate by the employee’s director, or designee:

1. Phone only $45 / month
2. Data plan $60 / month
3. Phone with data $85 / month
4. Wireless Priority Service $4.50 add on (for some EOC/EOB members)

Stipend amounts for data plan and phone with data factor in a device replacement cost.

Employees who receive a monthly stipend agree to purchase a device that meets the City’s technical standards, adhere to the City’s Smart Phone policy and use their personal phone for City business ([Smartphone Policy](C:\\Data\\SharePoint Drafts\\cobnetsps\\Departments\\ITD\\IT Policies and Standards\\IT Policies\\SmartphonePolicy.docx).)In addition, employees must execute a Monthly Mobile Phone Stipend Agreement to be submitted to the employee’s manager/supervisor for approval. The monthly stipend process is administered and overseen by the Finance and Information Technology departments.

* 1. **Reimbursing the City for Personal Calls**

Individuals who use City-provided mobile phones for personal use (calls or text messages) are responsible for reimbursing the costs associated with the personal use. The amount of the reimbursement to the City will be equal to the increase in monthly charges to the City caused by the personal calls.

**For example:** The calling plan for a particular mobile phone is 60 minutes for $19.95 with additional minutes at $.25 per minute and $.20 per text message, and the person assigned to the phone uses the phone for 5 minutes of personal calls and sends 5 personal text messages.

1. If the total minutes for all calls does not exceed the 60 minutes in the plan during the month, the individual would owe nothing for the personal phone calls and would owe $1.00 for the personal text messages
2. If the total minutes exceed the 60 minutes, the individual would owe $.25 for each minute over the 60 minutes, to a maximum of 5 minutes (the total length of their personal calls.)