

## Attachment C Requirements for Employee-Provided Cellular Telephones

1. The City requires the employee to obtain the cellular telephone service in the employee's name at the employee's mailing address and the City will pay a taxable reimbursement that will be included in the employee's second paycheck of the month.
2. The intent of the cellular telephone reimbursement is not to pay for the entire telephone plan cost, but to offset the extra expense of any City business communicated on the employee's personal cellular telephone. The employee may, at his or her own expense, add extra services or equipment features, as desired.
3. Employees are solely responsible for purchasing cellular telephones and replacing damaged telephones, at their own expense, including devices damaged or broken while working.
4. The reimbursement is not part of base pay. It is a taxable reimbursement. The amount will not be included in the calculation of percentage increases in pay nor included when determining benefits or overtime.
5. The cellular telephone contract will be in the name of the employee who will be solely responsible for all payments to the service provider.
6. The City does not accept any liability for claims, charges or disputes between the service provider and the employee.
7. Recipients of a cellular telephone reimbursement must notify the City of their cellular telephone number and must maintain the cellular telephone contract while in receipt of the reimbursement.
8. Recipients of a cellular telephone reimbursement consent to unlimited business use of their cellular telephone number while employed by the City.
9. The City reserves the right to request proof of cellular telephone service from any employee receiving a reimbursement.
10. Employees shall be responsible for providing and maintaining equipment necessary for cellular telephone service.
11. Employees receiving a cellular telephone reimbursement will not be required to provide any documentation or substantiation of the amount of personal calls for any form of reimbursement to the City.
12. Telephone bills, call logs, text messages or any other records that are associated with the employee's personal use of their own cellular telephones will not be considered part of the public record.
13. Employees are subject to after-hours availability requirements established by each department.

| Monthly Reimbursement Rates                 |         |
|---|---------|
| Standard Cellular Telephone                 | \$12.00 |
| Smart Cellular Telephone (with a data plan) | \$20.00 |