

City of Grants

Cell Phones and Stipend Policy

Employees may receive a cell phone from the City for government use, or if preferred they can use their personal cell phones and receive a stipend to compensated for related costs incurred.

1. ELIGIBILITY

An employee may be eligible provided they meet at least one of the following criteria. Department Heads, are responsible for identifying and recommending employees that meets the necessary requirements.

- Their job function requires them to have wireless data and internet access while off site.
- When the employee job requires them to spent considerable time away from their office, work area, working irregular hours, and the employee must be availability to be reached.
- Must be recommend by their Department Heads, final approval will be determined by the City Manager.

2. CELL PHONES

Approved employees issued a cell phone owned by city, is to be used to conduct official city business. The phone is not for personal calls except in the case of an emergency. The city cell phone bills are regularly review by management, and employees provided phone understand it is their responsible to limit their usage of their minutes and data. The employee is responsible to ensure the phone is maintained in a safe and secure manner. If the employee loses a city cell phone or it is damaged beyond repair due to their negligence, the employee will be responsible for the cost of replacing the phone.

3. STIPEND

Approved employees whom elected to receive a stipend will receive the amount of \$40 each month. Employees who receives a stipend are responsible for obtaining a cell phone and establishing and maintaining service with the cell phone service provider of their choice. The cell phone contract will be between the employee and the provider and the employee is solely responsible for all payments to the service provider. The stipend provided is not considered taxable income. If the employee terminates their cell phone service plan at any point, they must notify their supervisor within 5 business days to terminate the stipend. The City of Grants does not accept any liability for claims, charges or disputes between the cell phone service provider and the employee.

4. CANCELLATION

Department Head can ask employee to surrender the city phone or suspend any stipend immediately, if the employee is no longer eligible, if they lose their benefit due to misuse, or the employee's employment with the City is terminates. Employee will lose eligible for a stipend when, they no longer have a cell phone or cell phone service plan. Employee with Cell phone must return the phone including all accessories issued with the cell phone and they are responsible for replacement cost of any missing or damaged equipment. Employee who violates City Policy, state, or federal laws, (i.e. texting and driving or distracted driving).

City decides to eliminate or reduce number of the stipends and cell phones issued.

5. COST:

The cost of the cell phone and stipends are funded by the employee's department.



City Manager