

Metropolitan Government of Nashville and Davidson County Cellular Phone Issuance and Allowance Policy

Effective August 1, 2004

I. Introduction

- a) It is the intent of this policy to provide guidelines regarding the use and administration of cellular phones for agencies and employees of the Metropolitan Government of Nashville & Davidson County (Metro); and to establish cellular phone options for employees conducting Metro business and meeting certain business criteria and conditions.
- b) This policy having been promulgated by the Director of Finance in accordance with Section 8-103 of the Charter of the Metropolitan Government of Nashville and Davidson County shall constitute the official policy regarding cellular phone issuances and allowances at the expense of the Metropolitan Government. All cellular phone issuance and allowances must be conducted in accordance with this policy.
- c) It is the responsibility of the agency head and the employee to be familiar with and adhere to the established cellular phone issuance and allowance policy.
- d) The Director of Finance retains the authority to change the approval process as circumstances require.

II. Cellular Phone Options

Allowance Option

- a) In lieu of maintaining employee individual accounts and equipment, Metro will provide a monthly cellular phone allowance for employees that have been approved by their agency head and by the Department of Finance's Office of Management and Budget as requiring a cellular phone based on the business criteria established in this policy.
- b) The cellular phone allowance will be a fixed monthly allowance established by the Director of Finance or designee.
- c) Employees receiving a cellular phone allowance will be responsible for the following costs regardless of the provider chosen by the employee: all activation fees, all equipment expenses, all airtime plan costs including airtime in excess of the plan allotment, and all incidental charges. Metro will

only be responsible for the established cellular phone allowance.

- d) A Metro phone allowance amount will be established on August 1st of each year by the Department of Finance's Office of Management and Budget.
- e) Each employee will be responsible for the payment of their bill to their chosen cellular provider.
- f) Employees will receive the established monthly allowance in their paycheck.
- g) Allowances will be paid as a miscellaneous addition to the employee's regular paycheck and are subject to FICA and tax withholding.
- h) Employees receiving an allowance are required to provide their cellular phone number to supervisors, co-workers, and other Metro officials as appropriate.

Metro Issued Cellular Phone Option

- i) Metro will issue cellular phones in Metro's name through Metro approved contracts only for employees that have been approved by their agency head and by the Department of Finance's Office of Management and Budget as requiring a cellular phone based on the business criteria established in this policy.
- j) Metro will be responsible for paying the monthly bill for Metro issued cellular phones.
- k) Metro will be responsible for costs agreed upon in the Metro cellular phone contract(s) for equipment, airtime, and incidental costs. These costs will be detailed and issued in the annual cellular phone rate structure. The rate structure will also detail cellular plan options and equipment to be provided by Metro.
- l) Employees receiving a Metro issued phone are required to provide their cellular phone number to supervisors, co-workers, and other Metro officials as appropriate.

III. Metro Cellular Phones or Phone Allowance Business Justification

- a) If an employee's job requires him/her to be mobile and in various locations and the employee must be in instant communication with agency staff and other Metro officials, then an agency head may recommend to the Office of

Management and Budget the issuance of a Metro cellular phone or an allowance.

- b) If an employee is identified as a key staff member that is needed in the event of an emergency, then an agency head may recommend to the Office of Management and Budget the issuance of a Metro cellular phone or an allowance.
- c) If an employee's job requires him/her to be mobile and in various locations including out-of-county or out-of-state travel and the employee must be in instant communication for Metro business purposes that directly relate to the employee's productivity, then an agency head may recommend long distance cellular services.
- d) An employee that works in a location with a landline should not be recommended for a Metro cellular phone or an allowance even if the employee does not work in the same location each day or all day. If the employee needs to be reachable at all time, a Metro pager should be issued.

IV. Other Communication Devices

- a) Metro issued pagers should be the digital typed and issued through a Metro contract only.
- b) An approved allowance may be used for personal assistant devices with cellular phone capabilities.

V. Elected Officials

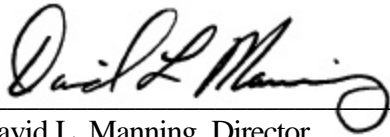
- a) While elected officials are not governed by this policy, they are encouraged to adopt this or a comparable policy to govern the use of cellular phones for their respective offices.

VI. Exceptions

- a) The Director of Finance or designee shall have the authority to grant exception from any part or all of this policy when deemed appropriate.

VII. Statutory Authority

- a) In accordance with the provisions of the Charter of the Metropolitan Government of Nashville and Davidson County, Section 8-103, this cellular phone policy, effective August 1, 2004, supersede and rescind all previous promulgated cellular issuance and allowance phone policies and shall remain in effect until subsequently modified or rescinded.



David L. Manning, Director
Department of Finance

07/27/04
Date