



Metropolitan Government of Nashville and Davidson County - Finance Dept. Policy: Mobile Communication Devices

Effective Date: December 1, 2011
Revision Date: September 16, 2025
Policy Number: 2.4
Sponsor: Office of Management and Budget

Purpose

The purpose of this Policy Statement is to govern the issuance, reimbursement, and management of mobile communication devices and allowances.

Definitions

Cellular Phone: A mobile device used for voice, text, and data communication.

Smartphone: A device combining phone, email, messaging, and application functionality.

Pager: A legacy device for limited messaging, to be phased out where applicable.

Mobile Communication Device: Any Metro-issued or employee-owned cellular phone, smartphone or pager.

General Policies

Department/Agency Responsibilities

The department/agency head shall determine the type of device the department based on documented business needs.

Departments/Agencies shall periodically confirm to the Finance Department's Office of Management and Budget (OMB) the continued business need for approved mobile communication devices in the department on a schedule developed by the OMB.

The department/agency head shall assess budget availability within the department's operational budget prior to issuance of a mobile communication device to an employee.

Departments/agencies shall comply with information security policies issued by the Department of Information Technology Services regarding the usage of mobile communication devices.

Mobile Communication Device Options

Allowance Option

Allowance amounts shall be set annually by the Director of Finance or designee, in consultation with the Department of Information Technology Services, based on market benchmarks.

Rates shall be finalized prior to May 1st of each year.

Employees receiving an allowance shall be responsible for any additional fees incurred beyond allowance amount approved in allowance tiers.

Allowances are considered taxable income and will appear as a payroll addition to employee wages.



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Metro Issued Device

Departments and Agencies shall issue mobile communication devices in Metro's name only through approved Metro contracts.

The Department of Information Technology Services (ITS) shall be responsible for providing information to departments/agencies regarding allowable devices and pricing options.

Departments/Agencies shall periodically reconcile active Metro issued devices with ITS according to a schedule established by ITS.

Metro issued devices shall be used exclusively for official business unless otherwise authorized.

Annual Rate Review & Reporting

The Department of Finance's Office of Management and Budget shall comply with the following:

- Review and benchmark stipend rates annually by May 1st with the assistance of the Department of Information Technology Services,
- Provide any required mobile communication rate adjustments during the budget process, and
- Produce an annual Mobile Communication Device financial summary by December 31 of each year.

Elected Officials

Elected officials that are not governed by this policy are encouraged to adopt this or a comparable policy to govern the use of mobile communication devices in their respective offices.

Exceptions

The Director of Finance or designee may approve exceptions.

Compliance

Employee failure to comply with this policy may result in termination of the allowance, and/or retrieval of the Metro-issued device.

It shall be the responsibility of the Department/Agency head to have internal control processes in place to monitor employee compliance with this policy.

Applicable Local, State or Federal Regulations

Metro Ordinance BL2005-730

Metro. Charter art. 8, § 8.103: The director of finance shall be responsible to the mayor for the administration of the financial affairs of the metropolitan government.

Metro. Charter art. 8, § 8.104: The budget officer, with the advice and assistance of the chief accountant, shall write, revise and maintain a proper standard procedure instruction manual to be followed by all officers, departments, boards and other agencies of the government to ensure uniform accounting and budgetary procedures.

Metro. Charter art. 8, § 8.105: The chief accountant shall maintain a general accounting system and such cost accounting records as shall be required by the director of finance.



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Associated Policies

None.

Effective Date

This Policy Statement shall become effective upon issuance and shall be applied to all Metro departments and agencies.

Approvals

Approval of the Director of Finance

I hereby approve this Policy Statement of the Department of Finance and as such agree with and authorize the actions necessary to implement its requirements.

Jenneen Reed

Director of Finance

Date: September 16, 2025