

City of New Haven

Personal Communications Devices Usage Policy

Purpose: The purpose of this policy is to establish a citywide policy governing the procurement, management and use of personal communications devices as provided by the City to employees who have authorized use for conducting City business.

Issuing Authority: The Controller is the issuing authority for this policy.

Enforcement Authority: Daily administration and monthly review of each personal communications device account to assure compliance with this policy is the responsibility of the Controller and the Administrative Committee.

Administrative Committee: A committee comprised of the Purchasing Agent, a representative of the Controller, a representative of the Chief Administrative Officer and a representative of the Board of Aldermen will meet monthly to review vendor bills phone and other device usage and requests for new equipment or plan changes. The Committee will arrange for City employees to be trained on use of cell phones that are provided to assure the most economical use. The Purchasing Agent, or his designee, shall be the sole contact with personal communication device providers, shall procure rate plans and equipment deemed to be in the best interest of the City, shall maintain a master list of authorized communication device users, shall receive the master monthly bill, shall make payments on behalf of user Departments and shall review and approve any requests for new equipment or plan changes. The Administrative Committee will file quarterly reports with the Board of Aldermen.

Cell Phone Policy

Each Department Head shall be responsible for assignment of personal communications devices to department employees and for approving the monthly allocation of cell phone minutes sufficient to address the business needs for each covered employee and consistent with the City's overall plan. Each Department Head shall maintain a list of employees to whom communications devices have been assigned, to be provided to the Controller annually or whenever a change in that department's assignments have been made, whichever is more frequent.

Cellular phones are provided and assigned to employees at the discretion of Department Heads as a business communication tool. Personal phone calls, either incoming or outgoing, are to be kept to a minimum. Where there is the option to use a two-way radio feature at no cost rather than the cell phone feature, employees are required to do so.

CELLULAR PHONES ARE NOT A SUBSTITUTE FOR, AND ARE NOT TO BE USED IN PLACE OF, AN EMPLOYEE'S REGULAR DESK TELEPHONE. WHEN AN EMPLOYEE HAS THE OPTION TO USE A LAND-LINE DESK PHONE RATHER THAN A CELL PHONE THE EMPLOYEE MUST DO SO.

Toll calls should be made through the City's regular land-line telephone system. The cost of toll calls is less expensive than the cellular phone network.

In any month that an employee exceeds the cell phone airtime minute plan approved by the Department Head and additional usage costs are incurred, the employee will be responsible for reimbursement of the costs of *all* incoming and outgoing phone calls exceeding the monthly allotment. Reimbursement should be forwarded on a Collection Report to the Treasurer's Office as a reduction of expenditure to the appropriate budget line.

Employees who fail to reimburse the City for any phone use in excess of their monthly allotment are subject to termination of cell phone privileges.

If special work-related or emergency circumstances require an employee to go over the monthly cell phone airtime allotment, the Department Head may appeal to the Administrative Committee by describing the circumstances and requesting that the overage charges be paid by the Department for that month. The Administrative Committee will review the appeal and notify the Department Head of its decision.

It is the responsibility of each employee to safeguard personal communications devices on their person or in a secure location while not in use in order to avoid damage, loss, or theft. In the event that a personal communication device is lost, stolen, or damaged the employee will be required to pay all replacement costs when they have been found to have not properly secured, protected or maintained the equipment.

EMPLOYEES ARE PROHIBITED FROM USING A CELLULAR PHONE WHILE DRIVING. ANY NON EMERGENCY RESPONSE EMPLOYEES WHO, WHILE DRIVING, RECEIVE A CALL OR NEEDS TO MAKE A CALL, SHOULD USE JUDGEMENT AND PULL OVER TO THE SIDE OF THE ROAD WITH CAUTION AND RESUME DRIVING ONLY AFTER COMPLETION OF THE CALL.

Personal communications devices are the property of the City. Upon separation from City service, a prolonged leave of absence, or as otherwise directed, an employee is required to return each cellular phone or other communications device that the employee has been assigned the use of, in the condition received, to the Department Head.

Employees may not lend cellular phones or other personal communications devices to anyone and each employee should exercise discretion in giving out their cellular phone or other communications device numbers.

Issuing Authority: _____

Effective Date: _____

Previously Revised: N/A

A copy of this policy is available for review by the Department of Human Resources, and on the City's computer network at N:\policies\communication devices.doc