

29. WIRELESS-COMMUNICATION DEVICES POLICIES

A. Wireless-Communication Devices Stipend Policy

Definitions

Cellular Phone: a mobile telephone system using low-powered radio transmitters; to include adapter, battery pack and other equipment.

Smart phone: a full-featured mobile phone with personal computer like functionality. Most smart phones are cellphones that support full featured e-mail capabilities with the functionality of a complete personal organizer.

Personal Digital Assistant (PDA): A PDA is a personal digital assistant that combines hardware, software and wireless connectivity, with e-mail, messaging, and/or organizer components, such as the Blackberry™. A PDA may or may not include a mobile phone service component.

Wireless Communication Devices: Wireless communication devices are, collectively and individually, cellular phones, smart phones and personal digital assistants.

Purpose

The purpose of this policy is to provide a cellular phone, smart phone, personal digital assistant (PDA) or other wireless- communication device monetary stipend to specific County employees who have demonstrated the need to utilize such a device on a regular basis as part of their job duties. The specific group of County employees eligible for the stipend shall be limited to members of the Board of Supervisors, Elected Officials, Department Heads, and County Management employees who have demonstrated such a need and have been approved for the stipend by the County Administrative Officer.

Rationale

The rapidly changing world of wireless communications provides an opportunity for County Departments to ensure efficient, safe, and high-quality customer service to the citizens of Lake County. This policy allows for a fixed monthly monetary stipend for business or work-related communications on cellular phones, smart phones or wireless PDA's.

Issuing a stipend for work-related communications will avoid the problem of employees having to carry multiple communication devices; those for personal use and those for use in the conducting of County business. It is believed to be more prudent and efficient for the specific employees (listed above under Purpose) to utilize a single communication device, that being their own personal device, for both personal and work related communications.

Stipend

Privately owned cellular phone or other wireless-communication devices used by eligible employees for County business are subject to the provisions of this Section, effective December 1, 2007.

- A. Guidelines: The cellular phone and PDA allowance is intended to cover the costs of personal cellular phone and PDA expenses related to work duties. Initial purchase of the cellular phone and/or PDA, accessory equipment, and activation fees will be the responsibility of the employee. The employee shall pay any costs exceeding the amount of the cellular phone and/or PDA allowance. No allowance will be paid when an employee is in an unpaid-leave status in excess of 30 days.

- B. Availability: Employees must make their wireless- communication device contact information know to staff, and be available during working hours.
- C. Taxability: The cellular phone and/or PDA allowance will be paid through the County payroll system as taxable income. For determination of individual taxability, employees should check with their tax advisor.
- D. Replacement: Replacement or repair of the phone will normally be the responsibility of the employee who uses the phone. If the cellular phone is lost or damaged as a direct result of County business use, the County Administrative Officer may approve reimbursement to the employee.
- E. Security: PDA users are subject to IT policies to protect the security, integrity and availability of the data stored on these devices. Sensitive County related data must be protected either by encryption, password or some other means. PDA users may synchronize their PDA's to the County network and email system.
- F. Termination: An employee must notify the County Administrative Officer immediately if service is to be terminated.

The amount of the stipend shall be \$40.00 per month for cellular phones and \$75.00 per month for wireless PDA devices. The stipend shall be payable by the Auditor-Controller directly to eligible employees on a monthly basis. Eligible County employees shall submit their request for the stipend to the County Administrative Officer who shall approve or disapprove their eligibility. Employees will only be offered a stipend if the employee's work-related need is as follows:

1. The employee's work requires wide mobility and simultaneous access to the communications network; or
2. The employee's work requires timely, business critical two-way communication for which there is no reasonable alternative technology; or
3. The employee provides emergency support and backup from a mobile environment.

A list of those approved eligible County employees shall be provided to the Auditor-Controller by the County Administrative Officer and shall be updated and revised on a regular basis. In no event shall employees who receive said stipend also be provided with the use of a County owned or leased cellular phone.

Any approved eligible employee who, upon approval of eligibility, has possession of a County-owned cellular phone, may assume the ownership of the cellular phone and the transfer of the service agreement for that cell phone from the County to himself or herself.

Adopted by the Board of Supervisors, Resolution No. 2005-2009 on 11/22/05. Amended by Board action 12/4/07.

B. Wireless-Communication Devices Acquisition Policy

All departments must obtain approval from the County Administrative Officer before acquiring new or additional cellular telephones, smart phones or personal digital assistants (PDAs) for County employees.

Adopted by the Board of Supervisors 7/13/04. Amended by Board action 12/4/07.