

## EXECUTIVE ORDER NO. S-4-13

### POLICY FOR THE ISSUANCE AND USAGE OF CELLULAR TELEPHONES

#### PURPOSE:

To provide a comprehensive policy for the issuance and usage of cellular telephones by City of Omaha employees.

#### POLICY AND PROCEDURES:

##### Purchase of Cellular Telephones

- The Douglas County Purchasing Division will assist departments and oversee the handling of all cellular telephone purchases.
- The approved request form will be used for all cellular telephone purchases. This form must be completed in its entirety and signed by the department director or his/her designee. Sharing department cellular telephones is encouraged. If this is not possible, the request form should state specifically why the individual cannot use a cellular telephone on a shared basis. All information required on the form should be provided and, if a change in status occurs, a new form must be completed by the user. (The request form is available at City of Omaha website [http://www.cityofomaha.org/finance/images/stories/pdfs/Cell\\_Phone\\_Request\\_Form.pdf](http://www.cityofomaha.org/finance/images/stories/pdfs/Cell_Phone_Request_Form.pdf)) The request form will be routed by the department director or his/her designee to the Mayor's office for approval. If approved, the request form will be sent to Purchasing.
- Generally, long distance, roaming options, and information services will not be permitted, unless they are provided as a standard service with the calling plan. If other services are necessary, the request form should detail the reasons why. All requests for other services will have to be approved by the department director or his/her designee and the Mayor's office.
- The request form lists the various "packages" available. Packages are typically based upon minutes of usage. Few, if any, employees need "unlimited" usage. Each employee, with input from his/her supervisor, should select the least expensive package possible. If employees need more expensive packages, the request form must detail the reasons.
- When an employee assigned a cellular telephone retires, changes job assignment (job vacancy) or otherwise no longer requires the use of the cellular telephone, the phone shall be returned to the employee's division manager or section head. The phone may be temporarily reassigned to another employee until action is taken to fill the vacancy. If the position is to remain vacant, the division manager or section head will

confer with the department director or his/her designee on permanent reassignment of the phone or return the phone to the Douglas County Purchasing Division. Permanent reassignment of the cellular telephone must conform to this policy.

#### Usage of City-Owned Cellular Telephones

- Within the parameters established by this policy, City employees are to limit the usage of their cellular calls to business calls only during an employees' work day. Other telephones should be used for any necessary personal calls. "Business calls" may include the notification of family or others affected by changes in work scheduling requiring the employee to work beyond normal work or shift hours. City-owned cellular telephones shall not be used for the purpose of creating personal financial gain at any time.
- Cellular telephones should not be used in the office, unless such use is warranted by business necessity and is authorized by a department director or his/her designee. Cellular phones which also act as two-way radios may be used to communicate with other employees while one of the employees is in the office. Calls are never to be forwarded from the office telephone to the cellular telephone when in the office.
- When off-duty and not on-call, telephones should not be in use. Home telephones should be used when the employee is at home. If cellular telephone numbers are given to other City employees to use in case of emergency, the cellular telephone call can be forwarded to the employee's home number with no additional charge. Only when not at a regular telephone should the cellular telephone be in use. If an employee has a calling plan that provides for unlimited calls on nights and weekends, and employee will be permitted to use the telephone when off-duty with the authorization of the department director or his/her designee.
- During and employees' working hours, personal long distance calls shall be made from a regular telephone and charged to the individual. Business long distance calls shall be made from a regular telephone except in either an emergency or if the employee's cell phone package includes free long distance and such use is authorized by the department director or his/her designee. If an employee is using the telephone under a calling plan which provides unlimited night and weekend long distance minutes, the employee will be permitted to use the telephone when off-duty with the authorization of the department director or his/her designee.
- Employees will be expected to reimburse the City for any personal calls, both incoming and outgoing, if such personal calls result in an employee using more minutes than are allotted for by the calling plan to which an employee is subject. Each person will be responsible for maintaining records of personal calls to be reimbursed and making immediate payment when it is requested.

- Personally-owned cellular telephones or beepers used for personal business will not be allowed at work unless such use is authorized by the department director or his/her designee. In cases where circumstances require an employee to operator his/her personal cellular telephone or beeper while at work, for personal reasons, the department director or his/her designee may approve limited usage.

#### Monitoring of City-Owned Cellular Telephone Usage

- General cell phone usage will be monitored within each department by department heads or their designees. Cellular telephone vendors will bill Purchasing directly. Department heads or their departmental designee will periodically review the bills, however, and note and correct any problems or irregularities (employees exceeding minutes allowed, employees needing to be in another "package," etc...). During this process, the director or his/her designee will audit cellular telephone use to ensure compliance with City policy and will compare the department's expense to the budget.
- Employees may be selected at random to maintain a log of all their calls, both incoming and outgoing, for a month. These logs will be used for audit purposes whereby the log may be compared to the bills for incoming and outgoing calls in prior months. This log may be requested by the department head, the Finance Department or the Mayor's Office.

#### Allowance-Based Personal Cellular Telephones

- Key personnel, as determined by the department director or his/her designee, may be eligible for a cellular telephone allowance. If an allowance eligible employee currently has a city-owned cellular telephone assigned, that employee may be provided the opportunity to purchase the assigned cellular telephone at an appraised price determined by the Purchasing Agent. Eligible employees who own their own phones can be paid a monthly taxable allowance of \$25.00, \$40.00 or \$50.00 based upon the estimated amount of usage for city business. This allowance will be determined by prior year city business related usage of the cellular telephone. Employees are eligible for this allowance only if they provide the department director or his/her designee with the cellular telephone number and agree to accept and make city business calls through this service, regardless of their monthly allowance level.
- The attached request form will be completed for key personnel eligible for a cellular telephone allowance, as determined by the department director or his/her designee. The request form will be routed by the department director or his/her designee to the Mayor's office for approval. If approved, the request form will be sent to Purchasing. Department heads or their designees will be responsible for maintaining updated lists of personnel receiving cellular telephone allowance for review.

- Employees receiving this allowance will be responsible for keeping their phones in working condition and for any associated maintenance and repair costs. Any such maintenance or repairs necessary for proper operation must be completed within 72 hours.
- Employees receiving this allowance benefit must be available via cellular telephone 24 hours per day, seven days per week, or as directed by the department director or his/her designee. Further, it is the employee's responsibility to purchase the cellular telephone and pay the monthly charges. An allowance-based cellular telephone is the property of the employee and will be retained by the employee when he/she terminates employment.
- Under certain circumstances, such as a major weather related catastrophe or other type of natural or manmade disaster, employees with allowance-based cellular telephones may incur a substantial increase in usage pursuant to their required duties. In such event and at the sole discretion of the department director or his/her designee, employees with allowance-based cellular telephones may submit their cellular telephone bills for reimbursement for that amount exceeding the monthly allowance.

#### Personal Cellular Telephones

- Authorized employees may purchase their own cellular telephones. If the department director or his/her designee wants any of their employees to be reimbursed, the lower portion of the request form should be completed and signed before the employee makes any business calls for which he or she will receive reimbursement. If the City is reimbursing the employee for business calls, the same general rules apply as above under Usage of Cellular Telephones.
- To be reimbursed, the employee will submit a copy of the entire bill. (For privacy reasons, personal telephone numbers may be blacked out.) Business calls will be highlighted and the total minutes of business calls will be compared to the total minutes billed. From these totals, a calculation can be made which will show the cost of the business calls. That amount will be reimbursed to the employee. The voucher for payment to the employee must be signed by the department director or his/her designee.
- If the employee (or the supervisor) finds that he or she needs a telephone for more business calls than is covered by the basic rate, a request for a telephone purchase should be made and, if approved, a telephone will be purchased with all the calls billed directly to the City.

BY THE POWER VESTED IN ME AS MAYOR BY SECTION 3.04 OF THE HOME RULE CHARTER OF THE CITY OF OMAHA, 1956, AS AMENDED, I HEREBY PROCLAIM THIS TO BE THE EXECUTIVE ORDER ESTABLISHING AND

GOVERNING THE POLICY FOR THE ISSUANCE AND USAGE OF CELLULAR  
TELEPHONES.

WITNESS my hand as Mayor of the City of Omaha this 4 day of Nov., 2013.

Handwritten signature of Jean Stothert in cursive script.

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Jean Stothert, Mayor  
City of Omaha