

POLICY 403: CELL PHONE ALLOWANCE

Employees may be provided a cell phone allowance in the amount of \$45.00 each month on their regular payroll checks at the discretion of the Mayor or the City Administrator under the direction of the Mayor. This allowance shall be increased annually beginning January 1, 2010 equal to 100% of the US All Cities CPI-W June-June with the lowest annual increase being 2% and the highest annual increase being 4%.

Employees utilizing cell phones for City business must not utilize written cell phone capabilities such as text messaging or email for City business unless such phone is synchronized with the City's computer system so that such electronic records can be maintained according to the State records retention requirements.

Employees utilizing cell phones and driving City vehicles or personal vehicles for City business must use a hands-free device when utilizing a cell phone and driving a vehicle.