

	<p style="text-align: center;">Cell Phone Allowance</p> <p style="text-align: right;"><i>Adopted on: 08/29/2001</i></p>
<p>Last Revision Date: 02/21/2024</p>	<p style="text-align: center;">Policy No. 4.2007</p>
<p style="text-align: center;">Last Enabling Resolution:</p> <p style="text-align: center;">035-2024/902-2024</p>	<p style="text-align: center;">Developer:</p> <p style="text-align: center;">Human Resources</p>

1. Purpose

This policy allows the County to meet IRS regulations and its fiduciary responsibility to the taxpayers of Sedgwick County by providing guidelines for the use of cell phones and other wireless communication devices.

2. Scope

This policy applies to all Sedgwick County employees with the exception of the Office of the District Attorney and the Sheriff's Office.

3. Policy Statement

Employees whose job duties include the need for a cell phone may receive an allowance for the business use of their personal cell phone. This allowance does not constitute an increase in base pay and will not be included as base compensation for future raises, salary adjustments or retirement contributions. No further reimbursement for cell phone plan costs is available to employees who have such an allowance. Sedgwick County will purchase and maintain a limited number of cell phones or other wireless communication devices for use by specific departments or employees.

Cell phones should not be selected as an alternative to other means of communication, (e.g land-lines, two-way radios, computers, etc.) when such alternatives will provide adequate and less costly service to the County.

4. Definitions

- A. **Cell phone** – For the purposes of this policy, any wireless device used for email, calendaring, internet connectivity, making or receiving wireless calls, is defined as a cell phone.

5. Procedures

- A. If the employee's job duties include the need for a cell phone, the employee is eligible for consideration of an allowance. Allowances must be requested using the Allowance Request Form and may be submitted at any time. Requests will be processed using an effective date no more than 30 days prior to the receipt of the form by Human Resources. The dollar amount requested will remain in effect until a new Allowance Request Form is submitted or notification to discontinue the allowance is sent to Human Resources.

- B. The dollar amount of the cell phone allowance should not exceed the monthly business related cost the employee incurs. Each eligible employee will be placed in a usage tier that is based on the criteria contained in the cell phone allowances document.
- C. There will be no allowance for equipment or accessories.
- D. The employee must retain an active cell phone contract as long as a cell phone allowance is in place. If the cell phone is owned personally by the employee, the employee may use the phone for both business and personal purposes, as needed. The employee may, at his or her own expense, add extra services or equipment, as desired.
- E. Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse and will result in termination of the cell phone allowance.
- F. If prior to the end of the cell phone contract, a personal decision by the employee, employee misconduct, or misuse of the phone results in the need to end or change the cell phone contract, the employee will bear the cost of any fees associated with that change or cancellation
- G. The Chief Human Resources Officer may except any County employee from the provisions of this policy should it be determined that such exception is warranted by extraordinary or extenuating circumstances or operating requirements not otherwise accomplished. State employees whose cell phone use is governed by State policies but whose functional operating costs are funded by the County (e.g., District Court) are excepted from the provisions of this policy when complying with State cell phone policies to the extent such policies are consistent with or more restrictive than the policies herein.