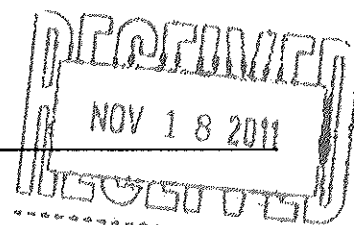


City of Northampton, Massachusetts
Human Resources Department



Effective Date: 8/25/2011
Updated 11/16/2011

Cell Phone - Use and Safety Policy

POLICY

In order to promote a more efficient municipal staff, the City of Northampton recognizes that certain employees will use cellular phones to perform their official duties. This policy defines and clarifies City regulations on the acquisition and use of such cellular telephones.

SCOPE

This policy applies to all City employees except Police Department employees. If a department policy also exists, the more restrictive policy prevails.

PROCESS

City Department Heads shall be responsible for evaluating the potential use of cellular phones by City employees, and for determining which employees require cellular phones to be provided by the City, with the consent and final approval of the Mayor.

Should an employee believe there is a legitimate business need for them to use a cellular telephone, they need to communicate the need to his/her supervisor, who will evaluate the request based on the frequency with which the employee is unable to be contacted directly through the normal 'landline' communications, or through other suitable replacements. Such evaluations shall consider the following factors:

1. The frequency of the employee's need for cellular communications for City business.
2. The cost of cellular communication as compared to alternative forms of communication.
3. The provision of cellular telephones to others within the employee's department and the potential to share or jointly use cellular telephones.

Once it is determined that a legitimate business need exists, the department head needs to determine how best to meet that need. Unless there is a large inter-department need, it may well be addressed by the employee using their own personal cell phone for this purpose.

Personal Cellular Telephones

Employees are permitted to carry personal cellular telephones while at work for the City. Usage of personal cellular telephones for non-business purposes is discouraged during working hours, but is permitted in the event of an emergency, or while employees are on breaks.

Should an employee be required to use a personal cellular phone for City Business, the employee shall be eligible for a monthly stipend of \$20.00 (twenty dollars) for occasional use. If it is necessary for the employee to have access to a data plan, the stipend shall be \$45.00 (forty five dollars) per month. To establish this stipend, the employee's Department Head shall submit a completed HRD2 form to Human Resources. A new HRD2 must be submitted at the beginning of each fiscal year, or when department needs change.

This stipend shall be paid through payroll and treated as taxable wages. This is the only payment that will be made relative to the use of the cell phone-no apps/full cost of data plans/texting will

be reimbursed on a personal cell phone. The City will never reimburse an employee if their personal phone is lost, stolen or damaged-or in any way becomes un-useable. Under no circumstances will the City reimburse employees for data/texting/internet/downloading expenses on their personal phone. No employee is permitted to access the City Network via their personal phone other than for checking email unless prior authorization is granted in writing by the Mayor or designee. All data needs should be addressed through a work computer. The stipend is meant to cover the average monthly needs and incremental charges that are under/over are considered covered by the stipend.

Purchasing

In certain business situations it is appropriate for the City to purchase cellular telephones for certain employees and/or departments. Such cellular phones shall be purchased by the City utilizing standard purchasing policies and procedures.

Phones and Accessories

The Mayor shall evaluate the needs and requests of those Department Heads who request funds to purchase cellular phones. Department Heads must evaluate the department needs to determine:

- personnel who will be utilizing the cellular telephones,
- appropriate telephones and peripheral devices or accessories,
- appropriate plan features.

Employees are not allowed to add anything to the City issued cell phone except for a protective/carry case. Devices that the City will provide to employees include chargers, both in-car and traditional outlet units, and holsters or clips for ease of carrying phones.

City Cellular Telephone

City employees who are provided with cellular telephones shall only use such phones for business use when a less costly alternative method of communication is not secure, convenient and readily available. Cellular telephones should not be considered as a replacement for traditional telephones (landline) when such traditional phones are secure, convenient and available.

The City believes in employing 'reasonable' restrictions on the personal usage of cellular telephones provided by the City. If a device is issued by the City, and the City is paying for the cost of monthly service, there is no expectation of privacy and all information regarding the use of the phone (including call detail records, logs, voicemail messages, data storage, text messages, emails and address books) can be accessed by your Supervisor at any time. Any Internet usage must be for work purposes only (e.g. email, GIS). Any other Internet usage (game downloads, ring tone downloads, personal email, other multimedia applications, etc.) is prohibited. If deemed to be necessary, a Department Head can have a cell phone policy that is more restrictive than this general policy. In that case the more restrictive policy prevails. Non-emergency, non-extended hours, personal use is to be kept to a minimum, with employees exercising discretion. Employees must realize that although personal calls made within the local calling region and under the usage limits provided by the employee's plan may not result in additional charges, they do count towards the overall time limits established under the service agreement. Any overage, long distance, roaming or other charges realized by the employee for personal calls shall be the responsibility of the employee and the employee must reimburse the City for all such charges.

Restricted Communications

Cellular telephones are not as secure as traditional telephones. Employees should use discretion in relaying confidential information via cellular telephones. Further, cellular telephones may not be used

to defame, harass, intimidate, or threaten any person. Employees are prohibited from using their cellular phones in any illegal, illicit, or offensive manner.

Loss or Damage of City Cellular Telephones

In the event any telephone or other related equipment is damaged in the course of business under reasonable circumstances, the item should be brought to the employee's supervisor for direction as to contacting the vendor for repair or replacement. Lost or stolen cellular equipment shall be immediately reported to the employee's supervisor so the service may be cancelled.

The **Finance Director** must authorize the replacement request and provide an account to which the replacement will be charged. Employees may be financially responsible for the replacement if:

1. Equipment is lost or damaged while in the care of an employee as a result of the employee's gross negligence.
2. Equipment is not returned by an employee within the specified period of time or is damaged upon its return.
3. Equipment is damaged due to failure to adhere to maintenance or operational policies.

Restrictions on All Cellular Phones

The City of Northampton requires all employees who utilize either personal or City cellular telephones to engage in safe usage practices. In particular, no City Employee is allowed to use a cellular phone while operating a vehicle on City Business. If use of a cell phone is necessary by a driver, they must pull off the road and stop the vehicle to use the cell phone. Drivers should never: send receive texts, surf the internet, download or read information.

Each employee with a City cell phone will have an allotted amount of minutes per month for business usage. This allotment will be established by contract with an authorized cellular provider and may change from time to time. It is the responsibility of each user of a City cellular phone to be responsible for the usage of their phone and to ensure that minute limits are not exceeded. Each employee will be responsible for any over usage of minutes and will be expected to reimburse the City. Continued abuse of the City provided cellular phone, excessive or inappropriate use of the phone and negligence or damage to phones may disqualify an employee from being provided a phone and lead to discipline.

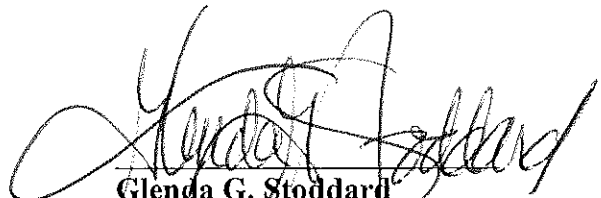
Violation of these Rules:

Any inappropriate use of a cell phone or vehicle (use that violates this policy or any other policy, i.e. Harassment) will be grounds for discipline, up to and including termination of employment.

Approved:



David Narkewicz
Acting Mayor


Glenda G. Stoddard
Human Resources Director

