

Shelby County Cellular Telephone and Pager Usage

County issued cellular telephones and Blackberry PDA's (cell phones) and pagers are intended for official business use. Because of IRS requirements, personal use is not permitted. Cell phone usage records will be provided to the department and are subject to public information requests. Cell phones and pagers will be issued only to those employees with a demonstrated need for these types of communication. Cell phones and pagers may be requested only by department heads or above. Employees who use a County issued cell phone or pager agrees to the following rules of use:

1. Employees must safeguard any cell phone or pager equipment in their possession.
2. The loss of any cell phone or pager shall be reported to the employee's supervisor immediately. To avoid fraudulent use, the supervisor must then inform Information Technology via the Help Desk (545-3722), to arrange temporary suspension of the account.
3. Employees shall exercise extreme caution when driving and talking on a cell phone. Unless utilizing a "hands-free" speakerphone option, employees should stop their vehicle as soon as safely possible, to use cell phones.
4. When an employee no longer has a demonstrated need for the cell phone or pager, or when the employee terminates employment with any County department, that employee shall return the cell phone or pager and the Department shall return it to Information Technology
5. Any employee who exceeds their monthly-allotted minutes (generally 450 minutes) or incurs other charges such as text messaging is responsible for the additional charges and shall reimburse the County unless the business purpose is clearly documented and approved by the employee's Department Head. The department head shall submit such documentation and any reimbursement to Information Technology.
6. Should any personal use occur (includes calls received), the employee must report the personal use to their department head in writing and reimburse the County for the pro-rata cost of the personal use if such amount exceeds \$5.00. Example: 100 minutes total usage, 20 minutes personal use and a monthly cost \$45 – the cost of the personal use is \$45 divided by 100 minutes times 20 minutes or \$9.00. The employee is responsible for maintaining records of usage. Failure to maintain records of business use may result in all costs being deemed taxable income by the IRS.

I have read the above Policy regarding cellular phones and pagers and hereby agree to adhere to these guidelines.

Employee Name: _____ Cell #: (901) _____
(Print) PDA #: (901) _____
Pager #: (901) _____

Signed: _____ Date: _____

Department/Office: _____

Authorized by: _____ Position: _____
(Print)

Signed: _____ Date: _____