

Kingman County
Kansas
Personnel Policy Manual

Policy #26
Personal Cell Phone Subsidy -
Guidelines

Commission Approved
Date: 12/17/07

26 Personal Cell Phone Subsidy - Guidelines

26.1 Purpose. This policy is designed to provide a monthly subsidy to key personnel for the use of personally-owned cell phones which are used periodically for County business.

26.2 Definitions. *Cell phones* which are chosen, purchased, and contracted by an individual employee of the county, yet costs for the phone are subsidized by the County to offset part of the cost of business-related calls. A Personal Phone with County Subsidy is the individual's own phone. The county has no control or say over any aspect of the phone, nor does reimbursement imply that the county has control. The individual entered a contract with their vendor of choice, and the individual is wholly responsible for the obligations of that contract. The individual's contract obligations will not change if the county decides subsidizing is no longer justified.

The Commissioners have identified the following individuals as *key personnel*: the Community Service Coordinator, the Road & Bridge Director, the Road & Bridge Supervisor, the County Appraiser, Sheriff's deputies and other personnel identified by the Sheriff, the Noxious Weed Director, and the Courthouse Custodian.

26.3 County subsidy. The County Commissioners have approved a \$30.00 per month stipend for the individuals listed above. This amount may be revisited by the Commissioners at their discretion.

These individuals must show the Commissioners that they have an active cell phone contract in place prior to reimbursement being established.

If an individual cancels his cell phone outright, the individual is required to immediately notify the County Clerk. The Clerk will then discontinue payment of the subsidy.

26.4 Employee Responsibilities. Once established, the phone must be re-certified in May of each year. In May of each year, individuals receiving a subsidy will submit his previous four-months billing statements (January, February, March, April) to Commissioners. The Commissioners will decide whether or not the individual will continue to receive the monthly subsidy. If no action is taken during the annual recertification period, the individual will cease receiving the subsidy beginning in June.

The employee must publish the cell phone number so that it is known to all members of the public, customers, and other county personnel. Publishing shall include methods identified and communicated to the individuals by the Commissioners.