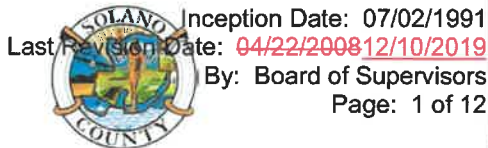


D-1 CELLULAR PHONE POLICY



1.1.0 PURPOSE

- 1.1.1 The purpose for a cellular phone policy is to standardize the guidelines for issuance and use of a cellular phone by Solano County employees in accordance with IRS regulations. The provision of a cellular phone to a County employee is intended to be a business tool used for official County business communication in conjunction with assigned duties.
- 1.1.2 A ~~C~~cellular phone is a tool to facilitate communication while employees are away from their office/desk and fixed-base telephone. In addition, cellular phones may be issued and used for County business communication during emergencies and after-hours for callback or complaint investigation.

1.2.0 POLICY

- 1.2.1 The ~~D~~department ~~H~~head may approve the issuance of County-owned cellular phone to an employee, who meets the eligibility criteria outlined in Section 1.5.0 of this ~~P~~policy. A County-owned cellular phone is intended for official business use only. ~~However, incidental (infrequent) personal use of a County-owned cell phone is permitted. The employee shall reimburse the County for any personal use of the County-owned cell phone as set forth in Section 1.8.1.B.~~ The ~~D~~department shall follow the process for the authorization and procurement of a County-owned cellular phone prescribed in Section 1.8.1.
- 1.2.2 Upon the request of an employee, the ~~D~~department ~~H~~head has the discretion to ~~approve~~ recommend the payment of a cellular phone allowance to an employee, in lieu of the issuance of a County-owned cellular phone. The ~~D~~department ~~H~~head shall recommend to the County Administrator's Office (CAO) an appropriate level of ~~c~~Cellular phone allowance based on the employee's expected business use of a cellular phone. The CAO shall review the ~~D~~department recommendation and approve the level of ~~c~~Cellular phone allowance that is appropriate based on the information provided.
- 1.2.3 An employee receiving a cellular phone allowance shall maintain a personal cellular phone that is available for business use. The employee shall provide the personal cellular phone number to the ~~D~~department, and the number may be used for Solano County business.
- 1.2.4 For purposes of this Policy, the term "cellular phone" shall include electronic devices in which a person may have oral only communications (e.g., phone), visual communications (e.g., Facetime), written only communications (e.g., email, Messenger, text messages) and devices which access the internet, electronic applications, and/or County files which might include databases operated by other governmental entities.

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1.3.0 DEPARTMENT RESPONSIBILITIES

1.3.1 The Department Head is responsible for reviewing and approving the *"Authorization for County-owned Cellular Phone or Cellular Phone Allowance"*, ~~see~~ Attachment A. Authorization for cellular phone allowance shall be submitted to the CAO with the Department Head's recommendation for the appropriate level of allowance based on the employee's expected business use. The employee must meet the eligibility criteria outlined in Section 1.5.0 of this Policy. The Department Head is also responsible for the ~~on-going ongoing~~ justification of the employee's continued eligibility.

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~~1.3.2 The Internal Revenue Service (IRS) has established strict rules that must be followed in order to receive the tax exemption for the business use of an employer-provided cellular phone. Failure to comply subjects the employee and the County to taxes for the Fair Market Value (FMV) of the cellular phone and the value of the monthly service plan paid by the County. A personal cellular phone is not subject to this requirement. To comply with the IRS rules and achieve operational efficiency, the department shall implement internal control procedures to monitor the business use of an employer-provided cellular phone. Procedures must include:~~

~~A. Substantiation of Business Use~~

~~The employee shall do a monthly review of the billing statement, identify non-business calls, and certify that the remaining calls were for official business.~~

~~B. Reimbursement for Non-Business Calls~~

~~The employee shall reimburse the County for the pre-rated cost of personal calls. See Section 1.8.1.B. The department shall maintain a copy of the reimbursement receipt on file with the monthly statement.~~

~~C. Department Review~~

1.3.2 Department Review

The Department Head or designated representative shall review and approve monthly statements of County ordered and issued cellular phones prior to submission for payment to the ~~Auditor-Controller's~~ Auditor-Controller's Office to ensure:

1. reasonable and appropriate use
2. compliance with the substantiation requirements and
3. ~~reimbursements for non-business calls~~
4. business usage is consistent with "selected monthly plan"

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1.3.3 The Ddepartment shall maintain the following in a centralized file:

- A. Record of all employees assigned a County-owned cellular phone or paid a cellular phone ~~or PDA~~ allowance. Included in the files are ~~copies of the current and prior fiscal year's and the most recent past fiscal year's copies of the~~ employee's cellular phone service plan, cellular phone number, list for annual re-certification of the cellular phone allowance, monthly billing statements, ~~and reimbursement receipts by employees for personal calls,~~ approved Authorization for County-owned Cellular Phone or Cellular Phone Allowance, Attachment A.
- B. Current list of all County-owned cellular phones assigned to their department. The list should include equipment description assigned cellular phone number, cellular phone service plan and add-on features, name of employee that the cellular phone is assigned.

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1.3.4. The Ddepartment shall also establish procedures to ensure that a County-owned cellular phone is returned or cellular phone allowance is terminated for an employee who is no longer eligible or has terminated employment with the County.

1.4.0 EMPLOYEE RESPONSIBILITIES

1.4.1 Every employee who is issued a County-owned cellular phone or receives a cellular phone allowance shall read the County ~~Policy on~~ Cellular Phone Policies.

1.4.2 ~~Ensure that any County-owned cellular phone is used for official business use only. In order to comply with IRS rules, the employee shall follow these procedures to substantiate the business use of the assigned County-owned cellular phones:~~

- ~~A. Review every call on the monthly statement, and identify any personal calls. The department shall provide the employee a copy of the monthly statement for his/her County-owned cellular phone at the end of the billing cycle.~~
- ~~B. Certify on the monthly statement that all calls, except for those identified as personal calls, were for official business.~~
- ~~C. Reimburse the County for the pro-rated costs of personal calls within 15 days of the receipt of the monthly statement.~~

1.4.3 The employee shall turn-in the County-owned cellular phone, or notify his/her department to ~~stop-terminate~~ the monthly cellular phone allowance when no longer assigned to the Ddepartment.

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1.4.4 The employee shall take precautions to safeguard County-owned equipment (cellular phones) against damage or loss. The employee may be liable for the replacement of the County-owned equipment if it is lost or damaged as outlined in Section 1.8.1.E.2.

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1.4.5 The employee shall consider safety concerns when using a cellular phone while traveling. ~~The County prohibits the use of a cellular phone while driving a vehicle or operating heavy equipment. The employee shall comply with California Department of Motor Vehicles restrictions, or any other State in which the employee is driving while on County business, on the use of a cellular phone while driving.~~

1.4.6 Exceptions:

- A. The operator uses a hands-free mobile-cellular telephone, which allows the user to communicate without the use of either hand.
- B. When the sole purpose of the phone call is to communicate an emergency to a police or fire department, a hospital or physician's office, or an ambulance.
- C. Police officers, fire fighters and operators of other authorized emergency vehicles while in performance of their official duties.
- D. It is recommended that County employees exercise sound judgment when determining safety in each of the exceptions listed above.

1.5.0 ELIGIBILITY

1.5.1 The ~~D~~department ~~H~~head shall consider the following criteria to determine eligibility for the issuance of a County-owned cellular phone:

- A. The nature of work assigned requires substantial travel, which therefore limits the ability to use the office or other departmental phones; or
- B. Due to frequent and prolonged time out of the office, a cellular phone is required to support departmental operations; or
- C. The nature of the work assigned requires the individual to be reasonably available outside of normal office hours. The possibility or the isolated instance that an employee may be called to work outside normal office hours does not by itself meet this criterion. The ~~D~~department should consider the frequency that an employee has actually been called or may be called by looking at past experience; or
- D. Staff are emergency services workers or first responders; or

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E. The nature of the work requires travel to locations where employee safety is a concern.

F. During normal working hours, an employee is expected to answer all business-related calls to his/her cellular phone and promptly respond to any messages.

1.6.0 CELLULAR PHONE ALLOWANCE

1.6.1 The County recognizes that, due to the nature of some positions, it may be more cost-effective and practical to provide some employees a cellular phone allowance in lieu of providing a County-owned cellular phone.

1.6.2 Upon the employee's request, the ~~Department~~ Head may authorize an employee to receive a monthly cellular phone allowance, to obtain a personal cellular phone that would be used for County-related and personal business. The ~~Department~~ Head shall recommend to the CAO/County Administrator an appropriate level of allowance based on the expected business usage of a personal cellular phone by the employee. The CAO/County Administrator shall review the recommendation, ~~and~~ approve an appropriate level of allowance based on the justification, and establish the effective date if it is different than the beginning of the next pay period. (The effective date cannot be earlier than the beginning of the next pay period following the County Administrator's approval.)

1.6.3 Level and Rates

A. The County has established ~~four-three~~ levels that will provide an employee with an cellular phone allowance that reasonably reimburses him/her for the business use of a personal cellular phone.

1. Level 1 — ~~Basic Voice Plan Occasional Business Use~~ - ~~\$25.00/month~~
\$40.00/month

An employee in this level is considered to have limited usage of a personal cellular ~~telephone~~. The personal cellular phone is used primarily to contact the employee when out of the office, in an on-call situation, in an emergency, or attending to County business at locations other than their primary place of work.

2. Level 2 — ~~Standard Voice Plan Regular Business Use~~ - ~~\$50.00/month~~
\$100.00/month

An employee in this level generally would spend a great deal of work time out of the office and in the "field" and do not have easy access to a telephone in order to remain in contact with his/her place of business, or with the citizens and businesses they serve.

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3. Level 3 — ~~Personal Digital Assistant (PDA) + Standard Voice Plan Frequent Business Use - \$105.00/month~~ \$150.00/month

An employee in this level ~~has the same general requirements as Level 2 AND the additional requirement for a PDA (example: Blackberry) to perform his/her duties is required to use a personal cellular phone to perform assigned duties and would be critically disadvantaged without access to County information at all times.~~

4. Level 4 — ~~Executive Management — up to \$150.00/month based on expected business need and past usage.~~

~~An employee in this level, by the nature of the position, is required to extensively use cellular communications in the course of his/her duties and has been mandated to use a PDA (example: Blackberry) to perform his/her duties, the cost of that service being above what normally would be required for his/her particular job function.~~

~~B. In addition to the above rates, the department head may also recommend a one-time payment for special equipment, such as Personal Digital Assistant (PDA), Push-to-talk Phones, etc.~~

~~G.B.~~ EXCEPTIONAL CELLULAR PHONE ALLOWANCE — An employee requiring an cellular phone allowance greater than those provided by the rates above may request an exception to the standard policy. The request for exception must be accompanied by a justification and supporting documentation. Occasional, infrequent spikes in business use do not qualify for a higher allowance or additional reimbursements.

1.6.4 Tax Issues and Payment

A. The cellular phone allowance is a taxable benefit paid monthly through the employee's payroll check. The cellular phone allowance covers the cellular phone service plan for the month that the allowance is paid. Should an employee lose entitlement to the cellular phone allowance during the month, the allowance will be pro-rated and any overpayment will be recouped.

B. The cellular phone allowance expires annually on December 31st. The ~~D~~department ~~H~~head shall revalidate his/her employees' authorization for cellular phone allowance for the next calendar year by providing a list of these employees to the CAO-County Administrator by November 15th of each year.

1.6.5 An employee who receives a cellular ~~telephone~~ allowance must maintain a personal cellular phone available for business use for the period covered by the monthly cellular phone allowance. The employee is responsible for obtaining his/her own usage plan,

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cellular phone, and other equipment, and for the care and maintenance of said equipment. The employee shall immediately notify the Department if his/her personal cellular phone service plan is cancelled or terminated.

- 1.6.6 The County shall not be liable for any unpaid or delinquent charges of an employee on a personal cellular phone service plan.

1.7.0 COUNTY-OWNED CELLULAR PHONES

1.7.1 Procurement and Use of County-oWned Cellular ~~phones~~ Phones

A. ~~Central Purchasing-The Department of General Services~~ shall be responsible for the centralized procurement of cellular phone equipment and services. ~~The Department of Information Technology (DoIT) will identify standards for County purchased cellular phones. Central Purchasing-General Services will solicit proposals based on those identified standards and negotiate agreement(s) negotiate agreements or solicit proposals that provide the most advantageous procurement of cellular phone equipment and monthly cellular phone service plans, with all the major cellular phone providers that currently have agreements with County departments.~~

B. The Department will submit a Cellular Phone Order Form, Attachment B to ~~Central Purchasing, General Services, see Attachment B. Central Purchasing-General Services~~ will coordinate with the Department for the procurement of cellular phone, cellular phone equipment and monthly cellular phone service plan.

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1.7.2 Conversion to Cellular Phone Allowance

The Department Head may ~~authorize-recommend~~ an employee with a County-owned cellular phone to convert to a cellular phone allowance. If desired, the employee may have the ownership of the existing County-owned cellular phone transferred to the employee without cost to the employee.

1.8.0 PROCEDURES

1.8.1 Cell~~ular~~ Phone Policy Procedures

A. Approval, Issuance and Care of County-oWned Cell~~ular~~ Phones

1. Upon determination of an employee's business need for a cellular phone, the immediate supervisor of the employee shall prepare and submit an "Authorization for County-owned Cellular Phone or Cellular Phone Allowance", Attachment A form to the Department Head, ~~see Attachment A.~~

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2. The ~~D~~department ~~H~~head shall review the justification and evaluate the request against the eligibility criteria outlined in the County Cellular Phone Policy. See Section 1.5.1.
3. If approved, a Cellular Phone Order Form, Attachment B shall be prepared and submitted to ~~Central Purchasing the Department of General Services~~ for procurement of cellular phone equipment and monthly cellular phone service plan. ~~see Attachment B. Central Purchasing-General Services~~ will coordinate with the ~~D~~department in selecting the cellular phone provider, cellular phone equipment and appropriate cellular service plan for the employee.
4. The employee is responsible for the safekeeping and care of the cellular phone. The employee may be liable for the replacement of lost or stolen cellular phones.

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B. Reimbursement of Personal Calls Official Business Use Only

1. County provided cellular phones are for official business use only. The incidental (infrequent) personal use of a County-owned cellular phone is not permitted. A County issued cellular phone is intended for business use only. The employee shall reimburse the County for any personal use of a County issued cellular phone.
2. The reimbursement amount is to be computed based on personal use as a percentage of total use. If an employee exceeds the total monthly plan minutes, the employee must reimburse the County for his/her percentage of personal use, plus any overage charges associated with personal use. If an employee incurs roaming (out-of-area) charges on a County-owned cellular phone, he/she must reimburse the County for any such charges associated with personal calls. Reimbursements to the County for personal cellular phone use shall be made within 15 days of receipt of the monthly cellular phone billing.
3. Illustrative examples of this policy appear below.
 - a. Example 1: Assume that an employee has a County-owned cellular phone plan that provides 500 minutes a month for \$60, total use for the month is 300 minutes, and personal use for the month is 100 minutes. Under these assumptions, the employee would reimburse the County \$20 for his/her personal use (\$60 * 100/300) = \$20.
 - b. Example 2: Assume that an employee has a County-owned cellular phone plan that provides 500 minutes a month for \$60, total use for the month is 600 minutes, and personal use for the month is 200 minutes. Also assume that minutes in excess of the plan limit incur an additional charge of \$0.25 per minute.

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~~Under these assumptions, the employee would reimburse the County \$37 for his/her personal use $(\$60 * 100/500) + (100 * \$0.25) = \$37$.~~

~~e. Example 3: Assume that an employee has a County-owned cellular phone plan that provides 500 minutes a month for \$60, total use for the month is 300 minutes, and personal use for the month is 100 minutes. Also, assume that the employee incurs \$30 of roaming (out-of-area) charges, \$25 of which is related to personal calls. Under these assumptions, the employee would reimburse the County \$45 for his/her personal use $(\$60 * 100/300) + \$25 = \$45$.~~

~~d. Example 4: Assume that Employee A has a County-owned cellular phone plan that provides 1500 pooled (shared) minutes a month for \$80. The plan is shared by three employees, including Employee A. The total use for the month by all three employees is 1000 minutes, and personal use for the month by Employee A is 100 minutes. Under these assumptions, Employee A would reimburse the County \$8 for his/her personal use $(\$80 * 100/1000) = \8 .~~

C. Approval of Cellular Phone Allowance

1. The ~~D~~department ~~H~~heads may ~~approve-recommend~~ the payment of a cellular phone allowance to an eligible employee. If a cellular phone allowance is ~~approved-recommended~~ for an employee, the ~~D~~department ~~H~~head shall submit the *"Authorization for County-owned Cellular Phone or Cellular Phone Allowance"*, ~~Attachment A-form~~ to the ~~CAO-County Administrator~~ with a recommendation for the appropriate cellular phone allowance rate to be approved for the employee based on the employee's expected level of business use.
2. The ~~CAO-County Administrator~~ shall review the recommendation, ~~and approve~~ the appropriate cellular phone allowance ~~rate~~level, ~~and establish the effective date which shall be either the beginning of the next pay period following the County Administrator's approval or a future~~the beginning of a future pay period. The ~~D~~department shall prepare a Personnel Action ~~Form (ePAF) Requisition (ePAR)~~ to initiate the cellular phone allowance and forward the ~~ePAF-ePAR~~ to Human Resources (HR) for processing. HR will process the payment of the cellular phone allowance, ~~effective the beginning of the next pay period from the date of receipt. The effective date cannot be earlier than the beginning of the next pay period following the County Administrator's approval.~~ Retroactive payment to a pay period prior to the County Administrator's approval is not authorized.

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D. Termination of Authorization

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1. The ~~D~~epartment shall immediately terminate the monthly cellular phone allowance or the assignment of a County-owned cell~~ular~~ phone under the following conditions:

- a. When the requirement and the business need for cellular phone/~~PDA~~ by the employee ceases to exist, as determined by the ~~D~~epartment ~~H~~head.

- b. When the employee is transferred from the ~~D~~epartment, the duties of the employee change or circumstances change in a manner no longer necessitating an assigned County-owned cellular phone or cellular phone allowance, or terminates employment with the County. County-owned cellular phones/~~PDAs~~ will not be transferred between employees.

- c. When there is a pattern of abuse.

- d. When the employee is anticipated or expected to be unavailable to work lasting more than twenty-one calendar days (e.g., leave of absence, workers' compensation leave, paid administrative leave while an investigation is underway).

- e. At the beginning of the first pay period following December 31st of each calendar year if the County Administrator has not approved the new/continuing cellular phone allowance as of the first pay period of the new calendar year.

2. When authorization for the use of a County-owned cell~~ular~~ phone is terminated, the Department shall immediately notify ~~Central Purchasing-General Services~~ to terminate the monthly cellular phone service plan via the most expeditious means, such as e-mail, telephone call, etc., and recover the County-owned cell~~ular~~ phone from the employee. The recovered County-owned cell~~ular~~ phone shall be returned to ~~Central Purchasing-General Services~~ within seven days.

3. If the employee is receiving a cellular phone allowance, the Department shall immediately process ~~a Personnel Action Form (ePAF)~~ an ePAR to terminate the allowance.

E. Stolen, Lost or Damaged County-owned Cell~~ular~~ Phones

1. Stolen County-owned Cell~~ular~~ Phones

The ~~D~~epartment ~~H~~heads shall immediately notify ~~Central Purchasing-General Services~~ to terminate the cellular phone service plan.

2. Lost or Damaged County-owned Cell~~ular~~ Phones

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a. The ~~D~~epartment ~~H~~ead shall determine if the loss or damage is the result of negligence or misuse. If a determination of negligence or misuse is substantiated, employee shall be liable for the cost of the replacement of the County-owned cellular phone. Otherwise, the County will provide a replacement.

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b. A finding by the ~~D~~epartment ~~H~~ead of negligence or misuse may be appealed by the employee to the County Administrator for final determination.

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3. Department will procure a replacement County-owned cellular phone through Central Purchasing-General Services.

F. Conversion Procedures

1. County-owned Cellular Phone to Cellular Phone Allowance

a. Provided otherwise qualified, an employee with a County-owned cellular phone may request conversion to a monthly cellular phone allowance. Solely at his/her discretion, the ~~D~~epartment ~~H~~ead may ~~approve/disapprove~~ recommend approval of the request or may deny the request.

b. If ~~approved, approval is recommended~~, department shall follow the prescribed procedures outlined in Section 1.8.1.C.

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c. The ~~D~~epartment shall notify Central Purchasing-General Services to terminate the monthly cellular phone service plan on the effective date of the cellular phone allowance.

d. The ~~D~~epartment shall recover the County-owned cellular phone from the employee and forward it to ~~Central Purchasing-General Services~~. If the employee desires, the ~~D~~epartment may transfer the ownership of the existing County-owned cellular phone to the employee at no cost to the employee.

2. Cellular Phone Allowance to County-owned Cellular Phone

a. An employee receiving a monthly cellular phone allowance may request the issuance of a County-owned cellular phone. Provided otherwise qualified, the ~~D~~epartment ~~H~~ead shall approve the conversion.

b. If approved, the ~~D~~epartment shall follow the prescribed procedures outlined in Section 1.8.1.A.3.

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~~c. e.~~ The Department shall immediately process ~~a Personnel Action Form (ePAF) Requisition (an ePAR)~~ to terminate the cellular phone allowance upon issuance of a County-owned cellular phone.

1.9.0 AMENDMENTS

1.9.1 The Director of Human Resources, with concurrence of the County Administrator and the County Counsel, is authorized to make periodic administrative amendments to this policy, excluding Section 1.2.0 et seq. and the levels set in Section 1.6.3.

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County of Solano
AUTHORIZATION FOR COUNTY-OWNED CELLULAR PHONE OR CELLULAR
PHONE ALLOWANCE

1.	Date:	
2.	TO: (Department Head)	From: (Supervisor)
Under the provisions of the County of Solano Cellular Phone Policy, I request that the employee named below be authorized the issuance of a County-owned cellular phone.		
3.	Employee Name:	
4.	Classification:	Unit:
5.	Justification for request:	
6.	Estimated monthly business usage: minutes / month	
Due to the business needs and/or special requirements for this position, I request that the following special equipment be authorized:		
7.	<input checked="" type="checkbox"/> Push-to-Talk (Nextel) <input type="checkbox"/> Personal digital assistant (PDA) <u>Smartphone</u> <input type="checkbox"/> Other _____	
I hereby acknowledge that I have received the County's Cellular Phone Policy and Procedures. I have read this policy and understand all its provisions. I agree to comply with all the requirements contained therein.		
8.	<input type="checkbox"/> I request a cellular phone allowance in lieu of the issuance of a County-owned cellular phone.	
	Employee Signature:	Date:
I certify that I have reviewed this request and have made the determination that the justification meets the criteria outlined in the County of Solano Cellular Phone Policy. Based on the business needs and requirements of the department, I approve the following:		
9.	<input type="checkbox"/> County-owned cellular phone w/ <u>with a</u> service plan. Employee has been informed of the substantiation requirements for the business use of the County-owned cell phone.	
	<input type="checkbox"/> Cell Phone Allowance - Recommended <u>Level</u> Amount: _____	
	<input type="checkbox"/> <u>Level 1 – Occasional Business Use</u> <input type="checkbox"/> <u>Level 2 – Regular Business Use</u> <input type="checkbox"/> <u>Level 3 – Frequent Business Use</u>	
	<input type="checkbox"/> Additional Allowance for Equipment: _____	
10.	<u>Department Head Signature</u>	<u>Date:</u> _____
10.	<u>Department Head Signature:</u> _____	<u>Date:</u> _____
I have reviewed the request for cell phone allowance and approved a monthly allowance at the following level:		
11.	<input type="checkbox"/> Level 1 – <u>Occasional Business Use</u> Basic-Voice Plan \$25.00 <u>Effective date (select one):</u> _____	
	<input type="checkbox"/> Level 2 – <u>Regular Business Use</u> Standard-Voice Plan \$50.00 <input type="checkbox"/> <u>Beginning of next pay period</u>	
	<input type="checkbox"/> Level 3 – <u>Frequent Business Use</u> Standard-Voice Plan + Personal Digital Assistant (PDA) \$105.00 <input type="checkbox"/> <u>Beginning of future pay</u>	
	<input type="checkbox"/> <u>EXCEPTIONAL – Allowance Greater than Provided Above -</u> Level 4 – Executive Management (up to \$150.00) _____	
	<u>period. Specify Date:</u> _____	

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County of Solano
AUTHORIZATION FOR COUNTY-OWNED CELLULAR PHONE OR CELLULAR
PHONE ALLOWANCE

12.	County Administrator Signature:	Date:
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County of Solano
CELLULAR PHONE ORDER FORM

Please submit this form to **Central Purchasing-General Services** with copy of the Authorization for County-owned Cellular Phone or Cellular Phone Allowance

All cellular phone/service requests require departmental review and approval. **Central Purchasing-General Services** will review each request for business justification and departmental approval. Complete a separate form for each cellular phone/service request and send to **Central Purchasing-General Services**. Please type or print legibly all required information. Any questions pertaining to the completion of this form should be directed to **Central Purchasing-General Services**.

Employee Requestor Information

Name:		Title:	
Department:		Division:	
Telephone Number:		Fax Number Work Email:	
Deliver to address:			

ORDER INFORMATION

(Individuals requiring assistance in selecting a cellular phone service plan and/or County-owned cellular phone are to contact **Central Purchasing-General Services**)

Please specify select the ~~requested plan(s)~~, equipment and accessories~~additional options~~:

Voice Plan(s)
Minutes
Plan(s) Cost

Add-Ons: ☐ Data plan # Mega-Bytes ☐ Push to Talk ☐ Other

Equipment Make/Model: _____	Equipment Cost: _____
Equipment Cost: _____	
Accessories: _____	Cost: _____
Accessories Cost: _____	

By signing this form, the employee/requestor acknowledges that they are responsible for complying with the County of Solano Cellular Phone Policy and Procedures, ~~including the substantiation of all business calls, reimbursing the County for all personal calls, and return of the phone upon transfer from the department or separation/termination from the County. Monthly statements are subject to audit by internal and external auditors.~~

Employee Requestor Signature:

Date:



County of Solano
CELLULAR PHONE ORDER FORM

Approving Department Head Signature:

Date:

Name and Title of Approver: (Please
print)