



Agenda Submittal

Agenda #: 13 **Status:** Consent Calendar
Type: Policy **Department:** Human Resources
File #: 19-887 **Contact:** Marc Fox, 784-2552
Agenda date: 12/10/2019 **Final action:** 12/10/2019
Title: Adopt the County's Cellular Phone Policy, as amended, to provide clarification and allowance adjustments

Governing body: Board of Supervisors

District: All

Attachments: 1. A - Cellular Phone Policy (Final), 2. B - Cellular Phone Policy (Redlined), 3. Minute Order

Date	Ver.	Action By	Action	Result
12/10/2019	1	Board of Supervisors		

Published Notice Required? Yes ☐ No ☒

Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Director of Human Resources recommends that the Board of Supervisors adopt the County's Cellular Phone Policy, as amended, to provide clarification and allowance adjustments.

SUMMARY:

The County's Cellular Phone Policy (Policy) was adopted in April 2008. The Department of Human Resources, working with the department directors from General Services, Information Technology and the Auditor-Controller's Office conducted a review of the Cellular Phone Policy. Proposed amendments to the Policy were then reviewed with the County Administrator, followed by review of all department directors. The amendments to the eleven-year old Policy provide clarification, including current IRS interpretation relating to cellular phones, updates due to changes in technology and cellular phone industry, and allowance adjustments.

FINANCIAL IMPACT:

There is a de minimus fiscal impact in the review and amendment to the County's Cellular Phone Policy. The proposed amendments include a reduction from four levels to three levels of cellular phone allowance, and a change in the value of the allowance. Under the Policy, department heads are required to annually review who receives a cellular phone allowance and the proposed allowance level, subject to the County Administrator's annual approval. Assuming there are no changes to who receives an allowance or the allowance level, then the additional estimated annual cost is \$67,820.

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2019/20 Adopted Budget.

DISCUSSION:

The County's Cellular Phone Policy was adopted in April 2008 and no amendments to the policy have occurred since its adoption. The Director of Human Resources, working with the Director of General Services, Chief Information Officer and Auditor-Controller, reviewed the current policy and proposed amendments to the County Administrator. The County Administrator provided general direction and all County department directors were provided the proposed amendments and asked to comment.

The primary changes to the policy are:

- Adds a definition of "cellular phone"
- Restates that a County-issued cellular phone is for business use and removes references for reimbursement of non-business calls and the review of every call on the monthly statement
- Adds the statement that the employee will comply with California Department of Motor Vehicle (DMV) requirements when using a cellular phone while driving
- Increases the monthly cellular phone allowance, per level and amends from four monthly allowance levels to three monthly allowance levels
- Amends from "Central Purchasing" to "Department of General Services"
- Adds the statement that the Department of Information Services (DoIT) is responsible for identifying standards of County purchased cellular phones
- Clarifies when the cellular phone allowance begins or when the allowance would cease
- Reflects these amendments in the Authorization for County-owned Cellular Phone or Cellular Phone Allowance (Attachment A) and the Cellular Phone Order Form (Attachment B)
- Authorizes periodic administrative amendments.

ALTERNATIVES:

The Board of Supervisors could choose to not adopt the amended Policy; however, staff does not recommend this alternative, as the amended Policy, has not been reviewed in eleven years and the proposed amendments reflect changes in Internal Revenue Code interpretation of business-issued cellular phones, changes in technology and the cellular phone industry, and clarifies expectations on the annual review and approval of any allowance.

OTHER AGENCY INVOLVEMENT:

All County department directors have reviewed the proposed amendments.

Notification of, and an opportunity, to meet on the proposed changes was provided to all bargaining unit representatives with employees who receive a cellular phone allowance. (There are no changes in working conditions for employees who receive a County-issued cellular phone.) There was no request to meet and confer received from any of the bargaining unit representatives.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION