

**COMMUNICATION DEVICES**  
**ADDENDUM TO CITY OF IRVING CELLULAR TELEPHONE USE POLICY**

The City of Irving Cellular Telephone Policy applies to Bureau employees, including the following addendum:

Communication devices (tablets, smart phone, cell phone, portable devices (such as MiFi), etc.) and phone reimbursements are provided to Bureau employees as business needs dictate. The assignment of a device should not be considered a benefit to the employee, but rather a necessary tool in service delivery. Supervisors can recommend employees to be assigned a device or be reimbursed; the Executive Director has final authority on eligibility and assignment.

1. Assignment of a Bureau device

The Executive Director designates other employees to be assigned a device based on the business need for the device, subject to the availability of funds. All lines are set up on the Bureau's consolidated account, and invoices are received in and paid by the accounting department.

Bureau-owned devices should not be misused for personal use. Employees who use their Bureau-assigned device for personal use will be required to reimburse the Bureau for excessive or unreasonable personal charges or charges above the flat monthly rate that are personal in nature. Reimbursement shall be made within 10 days of receipt of invoice from accounting.

Employees have the responsibility to use all Bureau equipment with prudence and reasonable care. Employees assigned a Bureau device are expected to protect the device from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the device for return or inspection. If damage or loss of the device is deemed negligent on the part of the employee, the employee will bear the cost of replacement.

The Bureau will oversee management of the Bureau's contract for service and keep record of all Bureau devices.

2. Phone reimbursement

The Executive Director designates employees who are eligible to receive a phone reimbursement. The rate\* will be set at the beginning of each budget year by the Executive Director, subject to the availability of funds.

Employees must be employed on the first day of the month to receive reimbursement for that month. Reimbursement includes cell service, equipment, taxes and/or data. Employees eligible for phone reimbursement will be required to provide a copy of their personal

statement to verify the rate in advance of the monthly disbursement. Employees will be reimbursed the designated rate or the actual charges for their line – whichever is less. Additional reimbursement for international data/phone packages will be handled on a case-by-case basis.

### 3. Reimbursement Procedure

If an employee has access to the Bureau online expense reporting system, all reimbursement requests shall be submitted via the reporting system. If an employee does not have access to the online expense reporting system, employee shall submit reimbursement request via the online check request process.

Cell phone service reimbursements shall be submitted monthly by the 30th of the following month in which the expenses were incurred, otherwise reimbursement for that month may not occur. For clarification, cell phone expense incurred date means the “Due Date” listed on the monthly cell phone bill.

Required documentation includes the statement page that reflects the “Due Date” and the page that reflects the employee’s cell phone number and amount.

*Any exceptions to this policy for staff members shall be submitted in writing and approved by the Executive Director.  
Any exceptions for the Executive Director shall be submitted in writing and approved by the Chair of the Board.*

*\*Reimbursement rate set at up to \$75 per month as of March 1, 2021 and is not retro-active.*