



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	AR313
Sections	1-6
Effective Date	3/31/12
Responsible Department	Information Services
Review Date	3/31/17

SUBJECT: *Employee Cell Phone Stipend Program*

1. **Purpose:** To establish a policy and procedure to establish a mobile phone allowance program to partially reimburse City employees for the use of their personal cell phone or smart phone to conduct City business when it is determined to be a requirement for their job duties.
2. **Authority:** Charter of the City of Huntington Beach, Section 401
3. **Application:** This Administrative Regulation shall apply to all departments and their employees who are assigned, according to the City's management to use cell or smart phone equipment and services in order to perform their job duties.
4. **Policy:** It shall be the policy that City employees issued cell or smart phones for the conduct of City business can apply to receive a monthly stipend under this policy. The stipend is calculated to partially offset the cost of the employee's wireless phone equipment and service but is not intended to pay the entire cost of the employee's cell or smart phone equipment as the equipment will be able to be used for both work and personal use. The monthly stipend amount includes a proportional estimate of the base monthly service fee for the calling plan and data plan (if applicable).
5. **Responsibility:** Each department is responsible for processing employee requests to be included in the Cell Phone Stipend Program. Stipend costs will be budgeted to the employee's department.
6. **Procedures:**
 - 6.1. This regulation applies to City employees who are authorized to utilize a cell phone or smart phone and associated wireless services for City business and who receive a stipend from the City to offset the cost of the equipment and services for City related business use. In addition to the guidelines set forth in this policy, the terms and conditions of the City Employee Policy Manual shall be adhered to, including, but not limited to

the Computer System, E-Mail, and Internet Network Use Policy AR 605. These documents can all be found on Surfnet, the City's intranet site.

- 6.2. Under the Cell Phone Stipend Plan, employees will be required to provide and maintain their own cell phone or smart phone equipment and maintain active service for as long as they are receiving the stipend. Employees receiving a stipend may be asked to submit proof of an active service account, such as a monthly service bill, at any time.
- 6.3. For employees who utilize a smart phone under the Cell Phone Stipend Program it is expected that they will upgrade their phones every two (2) years to be current with technology. Information Services will not be obligated to connect older smart phones to the City's network
- 6.4. Employees are required to provide their wireless phone number to their immediate supervisor, Information Services, and any other City staff as determined by their Department Director. Any changes to an employee's wireless phone number must be reported to the employee's supervisor within twenty-four (24) hours of the change.
- 6.5. Technical support for smart phone equipment will be provided by Information Services only as it relates to setting up and maintaining the smart phone's Microsoft Outlook email/calendar/contacts connection with the City network.

6.6. Security

- 6.6.1. Because of the sensitivity of the data that may be contained on smart phones such as internal email communications, contacts, and possibly passwords to access City resources, they are subject to additional restrictions:
 - 6.6.1.1.1. The smart phone must be protected by a pass code that is required to unlock the phone before using it.
 - 6.6.1.1.2. Lost smart phones must be immediately reported to Information Services and the data contained on them will be remotely erased by Information Services.
 - 6.6.1.1.3. Smart phone equipment may only be connected to the City network using their cellular Internet connection. A physical connection to City desktop and laptop computers is prohibited. MEA employees are not eligible to connect smart phones to City email and calendar due to FLSA regulations.

6.7. Lost, Stolen or Damaged Equipment

- 6.7.1. It is the employee's sole responsibility to replace any lost, stolen or damaged equipment and the City expects the employee to replace the equipment within one week of loss. In the event that the time

for the replacement of the missing equipment is longer than one week, the employee must notify Human Resources to suspend the stipend for the employee until the replacement equipment has been received and is operational.

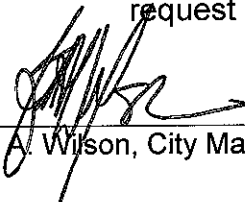
- 6.7.2. If the employee has a smart phone and City data connection, he or she is required to notify his/her Department Head and Information Services of a lost device immediately, so that the remote erase can be performed to help ensure protection of the City network. This procedure will erase all data including photos from the device. Information Services will restore the replacement smart phone's connections to City email and calendar but it will be the responsibility of the employee to restore their personal data to the smart phone. It is recommended that employees regularly back-up their personal smart phone data to their home computer or cloud storage service.

6.8. Stipend Payments

- 6.8.1. Once approved and completely processed by Information Services, Human Resources and Payroll, the stipend will be effective the next payroll period.
- 6.8.2. The stipend shall be paid bi-weekly via payroll and will be noted on the employee's paycheck and the stipend is considered taxable income.
- 6.8.3. The stipend will not be prorated and will not be paid retroactively if the employee had been using his personal cell or smart phone before being approved for the cell phone stipend program.

6.9. Public Disclosure

- 6.9.1. Employees participating in the stipend program understand and acknowledge that acceptance of the stipend will cause City business communications on the equipment (e.g. text messages, emails, phone call records, etc.) to be subject to disclosure under the California Public Records Act. Employee agrees to cooperate in good faith with the City to respond to any public records act request or usage audit conducted by the City.



Fred A. Wilson, City Manager