A.                 Personal Cellular Phone Allowance Guidelines

It is the policy of the City of Wyoming to provide fair and reasonable reimbursement when an employee is required to use their personal cell phone for City business.  The City requires that Management Staff (Department Directors and Assistants) be accessible outside of scheduled or normal working hours.  The City Manager will make the determination of the appropriate level of compensation (cell phone allowance) payable depending on the required phone features, such as email, internet, and calendar integration.

The following procedures must be followed in order to receive the cell phone allowance:

1.                  All cell phone service contracts must be between the employee and service provider.  As such, if prior to the end of a service contract, the employee needs to change or end the service agreement, the employee will bear the cost of any associated contract termination fees.

2.                  Employees must remain current on their cell phone invoices and not incur an outstanding balance.

3.                  The cost of the phone and any unnecessary features are the responsibility of the employee.

4.                  An employee must maintain the cell phone the entire time that he/she is receiving this allowance.  If at any time, the employee’s needs increase or decrease, the amount of his/her allowance will also be adjusted.  Employees are responsible to notify the Finance & Customer Service Department of any modifications to their monthly service plan cost and adjust their cell phone allowance accordingly.

5.                  The cell phone allowance will be payable monthly (first pay of the month) and will be included as a fringe benefit on his/her payroll check.  All applicable taxes will be deducted accordingly.

6.                  Management Staff must submit a copy of his/her plan to the City Manager for approval.  The City Manager will review the plan and then determine the level of compensation (cell phone allowance).  The level of compensation (cell phone allowance) is calculated at 80% of the total plan cost, not to exceed $120 per month.

It may be necessary for other positions in the City, other than Management Staff, to maintain a cell phone in order to be accessible during non-scheduled or normal working hours.  The Department Director shall submit a request to the City Manager detailing his/her reasons that this position be considered for the cell phone allowance.  The City Manager will consider the request and then, if applicable, determine the level of compensation (cell phone allowance).  The level of compensation (cell phone allowance) shall not exceed $100 per month.