

**CELL PHONE ALLOWANCE ELECTION**

I, \_\_\_\_\_ elect to have a cell phone allowance in lieu of having a City issued cell phone and receive extra compensation, in the form of a cell phone allowance, to cover business-related costs for using my personal cell phone for City business. By electing to have a cell phone allowance in lieu of a having a City issued cell phone, I acknowledge and accept the following:

- That the standard monthly cell phone allowance amount shall be the amount that the City would pay under its current cell phone contract for basic cell phone service. When recommended by a Department Head, with approval of the City Manager or Mayor, an employee whose necessary City business use of a cell phone justifies the need for a greater number of plan minutes, data, or text shall receive a monthly allowance of the amount that the City would pay under its current cell phone contract for the necessary minutes, data, or text. No further reimbursement for cell phone costs is available to employees who receive an allowance.
- That the cell phone allowance is taxable income.
- That I shall retain an active cell phone contract as long as a cell phone allowance is in place and that I shall provide my Department Head and other City Officials my current cell phone number and immediately notify the City if the number is changed.
- That I shall carry the cell phone on my person both on and off duty and respond when called for City business.
- That I may choose the cellular service provider and plan design of my choice.
- That if, prior to the end of the cell phone contract, a personal decision by myself or by my misconduct, or misuse of the phone, results in the cell phone allowance being discontinued or the need to end or change the cell phone contract, that I shall bear the cost of any fees associated with that change or cancellation. For example, if I resign and no longer want to retain the current cell phone contract for personal purposes, any cancellation charges shall be my responsibility.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager or Mayor's Signature

\_\_\_\_\_  
Date

Notes:

REV 03-17.1