



Finance – Smartphone Reimbursement **City of Crystal Lake Administrative Directive**

PURPOSE:

This directive describes responsibilities as they relate to providing a reimbursement for Smartphones to certain employees to assist in the performance of job duties.

PROCEDURE:

The City of Crystal Lake has made a substantial investment in its electronic communication and information systems to enable staff to better serve Crystal Lake residents through closer and timely communications and nearly instantaneous access to information. These communication tools are intended to be utilized for internal business communication as well as external business purposes.

In lieu of carrying a City-issued Smartphone device, authorized employees may be provided with a monthly reimbursement to defray the cost of a Smartphone. The City will pay a reimbursement of \$30.00 for 24 pay periods to defray the expense of a personal Smartphone that would be utilized for City business.

To help defray the cost of a new Smartphone, the City will pay up to \$275.00 for the first Smartphone device and accessories that is purchased and every two years thereafter. After initial purchase, it is the responsibility of the employee to pay for repairs or replacement if not deemed to be damage in the course of regular employment activities.

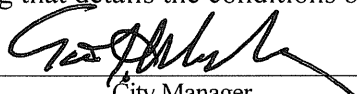
Employees that receive a reimbursement must secure a Smartphone on the Verizon network. The new plan must include an adequate data package that will allow for data exchanges such as email.

The Smartphone should be compatible with the City's network computers for the purposes of synchronization of data between the Smartphone and the City's Microsoft Outlook software. The Information Technology Director must be consulted prior to the purchase of the Smartphone to ensure compatibility with the City's network.

RESPONSIBILITY:

Only the City Manager or designee may authorize a Smartphone reimbursement in consultation with the respective Department Director contingent upon operational needs. The reimbursement will start on the first of the month following approval. In determining whether a reimbursement is warranted, consideration will be given to the need for the employee to be readily available during working and non-working hours. All employees who are issued a reimbursement shall be required to sign a letter of understanding that details the conditions by which the recipient must abide.

Approved By: _____


City Manager

Original Effective Date: 9/24/2010

Revised: 5/18/2016

Next Review:

