

# 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:

Original Effective Date: 9/24/2010

Revised: 5/18/2016
Next Review:



## CITY OF CRYSTAL LAKE SMARTPHONE REIMBURSEMENT

Pursuant to the City of Crystal Lake's policy "Smartphone Reimbursement", and as someone who is eligible to be assigned a Smartphone device by the City, I hereby request instead a reimbursement whereby I will be responsible for acquiring and maintaining a Smartphone device on the Verizon network, and I will be responsible for the monthly service for said device. The personal Smartphone device will send and receive personal and business calls and digital messages. The Smartphone device will communicate with a city-maintained server that will provide access to my city-maintained Microsoft Outlook account.

I understand that I must qualify through Verizon for the purchase of a Smartphone on the network and maintain a service contract with Verizon. Qualifications for a service contract will require standard activation requirements for personal service. I must keep the phone in working condition, and provide the Smartphone telephone number to the City for normal business use and be available at this number within a reasonable timeframe, subject to my normal job requirements. (Generally, calls of an urgent nature made to the reimbursement recipient are expected to be returned or responded to within one hour, whether on-duty or off, except in cases where the employee is out of town, on vacation, etc., and another employee has assumed their duties.) I acknowledge that the City has the option of canceling my participation in the reimbursement program.

I understand that if I ever cancel or discontinue my personal Smartphone device, I must notify the City Manager's Office of the termination of service in writing. I understand that, if I fail to notify the City Manager's Office of the termination of my personal cellular telephone service, the City may pursue collection of past reimbursement payments as well as pursue disciplinary actions deemed suitable against me. I acknowledge that with certain devices, because of their configuration to the City's network equipment, information and activity on the Smartphone device can be subject to public disclosure.

Employee's Printed Name	Employee's Signature	Date	
Department Head's Name	Department Head's Signature	Date	
Telephone Number To Be Used as City Employee Ph	one Number		
Submit this application to the City M Action: ( ) Approved	anager's Office. ( ) Denied		
City Manager's Printed Name	City Manager's Signature	Date	
Reimbursement Checklist:			
□ Authorization Reimbursement Form □ Sales Receipt / Copy of Verizon Contract □ Return of City Issued Device and Accessor			