

Cell Phone Policy

I. Purpose and Scope

The purpose of this policy is to provide for the uniform regulation and compensation of cell phone use by town employees. Several town employees currently use cell phones in the performance of their duties. In many instances, particularly those involving emergency personnel, and those employees who spend a high proportion of their time outside the office for regulatory or other purposes, the use of cell phones greatly enhances the performance of employee functions. Although many employees use cell phones for business use, there are currently no regulations governing their use. There is also no uniform policy addressing the compensation for those employees using personal cell phones for town use. Some employees are compensated. Some are not.

II. Applicability

This policy applies to all town employees.

III. Policy

It shall be a policy of the Board of Selectmen to encourage town employees to use cell phones, in those instances where cell phone use enhances employee/departmental performance. The Board of Selectmen shall be the entity responsible for the authorization of cell phone use. Each employee authorized to have a cell phone shall be compensated at the rate of \$25 per month. The level of this stipend recognizes that employees will, in most cases, be using the cell phone for personal as well as business use, and must therefore share in the cost of its use.

IV. Procedure

Any employee desiring to use a cell phone for business purposes, and be entitled to compensation must submit a request, in writing, to the Board of Selectmen. This request shall document any justification for receiving such an authorization.

April 25, 2005