DEPARTMENT OF NATURAL RESOURCES

Administrative Policy No.: 2

EFFECTIVE DATE: **MARCH 13, 2015**

SUBJECT: **CELLULAR PHONES**

AUTHORIZATION: **STEPHEN CHUSTZ, SECRETARY**

I. POLICY

The Department of Natural Resources (DNR) recognizes the need for certain employees to maintain communications with and connectivity to department activities and operations while away from the workplace and beyond regular duty hours. As an alternative to providing cellular phones and service to employees, DNR has opted to contribute a fixed, monthly allowance to designated employees to offset costs attributable to the business use of their personal cellular phones. Doing so has proven to be convenient for employees and cost effective for the department.

II. PURPOSE

This policy authorizes the payment of a pre-determined monthly allowance to designated employees as consideration for use of their personal cellular phones to conduct business for and on behalf of DNR.

III. APPLICABILITY

This policy applies to those DNR employees determined by management to have a need to regularly and recurringly use their personal cellular phones for DNR business purposes.

IV. AUTHORIZATION

The monthly compensation authorized by this policy has been approved by the State Civil Service Commission. Any revision to the compensation structure provided herein must receive approval of the Commission prior to implementation.

V. CERTIFICATION AND COMPENSATION

An employee whose supervisor and appointing authority certify that he/she regularly and recurringly requires the use of a cellular phone to perform DNR business will be authorized an allowance in a fixed, pre-determined monthly sum to be paid as remuneration over 26-payperiods. Under IRS regulations, this sum is taxable and reportable as income on the employee's W-2 form.

The monthly allowance currently authorized for employees by DNR is:

- $35.00 – To employees for limited business use of their cellphones
- $47.50 – To Field Inspectors/Agents
- $75.00 – To employees requiring cellular service and data plan for business use

The Undersecretary has final authority to approve an employee's participation in this compensation plan. There will be no reimbursement beyond that designated herein for any charges associated with the employee's use of his/her personal cellular phone, and the cost of the device shall be borne by the employee.

VI. RE-CERTIFICATION

Every January, an employee's need to conduct DNR business via a personal cellular phone will be re-evaluated by his/her supervisor and appointing authority. The review and approval process will be documented on the Cellular Phone Authorization and Certification form (attached), with final authorization required by the Undersecretary.

VII. EMPLOYEE RESPONSIBILITY

Employees authorized to receive a monthly allowance for personal cellular phone usage shall:

1) Maintain an operable cellular phone;
2) Maintain cellular service commensurate with the level of the authorized monthly allowance;
3) Immediately notify his/her supervisor and appointing authority if cellular service is discontinued and/or the cellular phone becomes inoperable, lost or stolen;
4) Immediately repair/replace an inoperable cellular phone;
5) Immediately restore discontinued cellular phone service; and
6) Refund to DNR any funds improperly received as a monthly allowance.

VIII. SPECIAL REQUIREMENT

The Division of Administration's IT Policy #1-24 requires that any employee utilizing a cellular phone to access state e-mail and/or networks have the following security measure enabled: 1) a minimum of a 4 digit PIN to access the device; or 2) a Group Policy or setting that is pushed down from the e-mail server or wireless enterprise server which, after 10 failed attempts to log-in to the device, initiates a complete data wipe ensuring all state data is removed. If either such security measure is not continually enabled, an employee will not be permitted to use his/her cellular phone to access data owned by the state, including e-mail.

IX. VIOLATIONS

The continuing receipt of the monthly allowance authorized by this policy during any period in which the employee's cellular phone is inoperable/lost/stolen or service discontinued is impermissible. As such, any violation of the responsibilities set forth in Section VII above will be addressed via the disciplinary process and discontinuance of the employee's cellular phone allowance.

X. EXCEPTIONS

The Secretary has the authority to make exceptions to this policy that are deemed necessary and further the interests of the department. Exceptions may include the issuance of DNR-owned cellular phones or other such electronic devices required by an employee to perform customary job duties.

XI. QUESTIONS

Questions regarding this policy should be addressed to the Undersecretary.

STEPHEN CHUSTZ, SECRETARY

3/13/15

DATE

* * * * * * * * * * * * * * * * * * *

INITIAL ISSUE DATE: **12/99**

REVISION DATES: **02/00; 06/01; 08/04; 04/05; 01/07; 05/09; 06/10; 02/15; 03/15**

DNR CELLULAR PHONE AUTHORIZATION AND CERTIFICATION

I CERTIFY that the below named employee has a regular and recurring need to use his/her personal cellular phone to conduct department business while off premises and beyond regular work hours.

I RECOMMEND that this employee be granted an allowance as compensation for such personal cellular service in the monthly amount of:

☐ **$35.00** ☐ **$47.50** ☐ **$75.00**

_____ _____
(Employee Name) (Supervisor)

_____ _____
(Employee Job Title) (Appointing Authority)

_____
(Date)

* *

I understand that I will receive a monthly allowance as compensation for use of my personal cellular phone to conduct DNR business. This allowance will be the only reimbursement I receive from DNR for such usage. I further understand that this allowance will be reported as income on my W-2 form for which taxes and retirement will be withheld.

I acknowledge my duty to maintain an operable cellular phone and cellular service to justify my continuing receipt of this monthly allowance; that I must notify my supervisor and appointing authority if I no longer have a functional cellular phone/service; that I must immediately replace a lost, stolen or inoperable cellular phone; that I must maintain and immediately restore discontinued cellular service; and that my failure to satisfy these requirements will result in disciplinary action, discontinuance of the allowance and reimbursement to the department.

_____ _____
(Employee Name) (Date)

* *

AUTHORIZATION:

☐ Approved ☐ Denied

_____ _____
Undersecretary (Date)