

## DEPARTMENT OF NATURAL RESOURCES

**ADMINISTRATIVE POLICY NO.: 2**

**EFFECTIVE DATE: FEBRUARY 6, 2019**

**SUBJECT: CELLULAR ALLOWANCES**

**AUTHORIZATION: THOMAS F. HARRIS, 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. APPLICABILITY**

This policy applies to eligible DNR employees.

### **III. 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.

### **IV. ELIGIBILITY AND COMPENSATION**

Requests for cellular allowances must be documented using the Cellular Allowance Authorization Form (attached). In so doing, the supervisor and Appointing Authority must certify that the employee is eligible as follows:

<b>Eligibility</b>	<b>Compensation</b>
<ul style="list-style-type: none"><li>• Remote/Field Staff;</li><li>• Unclassified Executive Staff;</li><li>• Classified Staff with Field Supervision and/or Expectation of Frequent After Hours Contact</li></ul>	\$50.00 monthly (\$23.08 per pay period)
<ul style="list-style-type: none"><li>• Classified Staff with Expectation of Infrequent but Periodic After Hours Contact</li></ul>	\$25.00 monthly (\$11.54 per pay period)

The Undersecretary has final authority to approve an employee's participation in this compensation plan. Such authorization shall remain effective unless or until otherwise revoked by the Undersecretary.

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. Under IRS regulations, cellular allowances are taxable and reportable as income on the employee's W-2 form.

## **V. EMPLOYEE RESPONSIBILITY**

An employee 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 of a change in the cellular phone number;
- 4) Immediately notify his/her supervisor and appointing authority if cellular service is discontinued and/or the cellular phone becomes inoperable, lost or stolen;
- 5) Immediately repair/replace an inoperable cellular phone;
- 6) Immediately restore discontinued cellular phone service;
- 7) Respond in a timely manner when contacted on his/her personal cellular phone; and,
- 8) Refund to DNR any funds improperly received as a monthly allowance.

## **VI. 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.

## **VII. 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

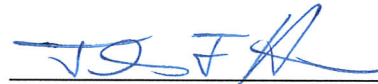
set forth in Section V above will be addressed via the disciplinary process and discontinuance of the employee's cellular phone allowance.

#### **VIII. 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.

#### **IX. QUESTIONS**

Questions regarding this policy should be addressed to the Undersecretary.



**THOMAS F. HARRIS, SECRETARY**

1-4-2019  
**DATE**

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**INITIAL ISSUE DATE: 12/99**

**REVISION DATES: 02/00; 08/04; 04/05; 01/07; 05/09; 06/10; 05/15;  
02/19**