

POLICY

EMPLOYEE CELL PHONE REIMBURSEMENT

A. Background

Will County has provided cell phones to Department Heads and key staff whose job requires them to use a cell phone for County Business. This policy often means that employees carry two cell phones, a personal one and a County issued one. Many government entities are moving to a “bring your own device” or BYOD program, in which employees agree to use their own smartphones to conduct work-related calls, emails, and other tasks and are reimbursed for a portion of their monthly costs. Many entities have realized an overall cost savings when implementing these programs.

B. Objectives

The intent of this program is to reduce overall cellphone/mobile device charges and to eliminate having employees carry multiple cellphones/mobile devices.

C. Recommendations

1. Eligibility: Department Heads
2. Allowance Amount: The monthly cell phone allowance amount shall be \$35.00. No further reimbursement for cell phone costs is available to employees who receive an allowance.
3. Allowance Payment: The approved cell phone allowance will be paid quarterly as part of the employee’s paycheck but will not be subject to payroll taxes or be considered part of base pay for purposes of salary increases. The employee must submit the attached reimbursement request on a quarterly basis no sooner than the first day of the month after the end of the quarter.
4. Employee Responsibilities: The employee must retain an active cell phone contract as long as a cell phone allowance is in place. The cell phone contract must include voice, text, and email/data. Employees receiving a cell phone allowance are expected to carry the cell phone on their person both on and off duty and respond when called for County business.

Cell Phone Reimbursement Form

Name: _____

Department: _____

Cell Phone Carrier: _____

Cell Phone Number: _____

Reimbursement Period:

January – March

April – June

July – September

October - December

Amount: \$105.00

Signature

Date