

AMENDING COUNTY CELLULAR TELEPHONE POLICY

BY: Hon. Francis Mitchell, Chairman Government Operations Committee

WHEREAS, Resolution No. 331-06 "Establishing a Cell Phone Policy for Cayuga County Employees Who Utilize County Owned or Rented Cell Phones" was adopted on June 27, 2006; and

WHEREAS, the County supplies cellular phones to County employees for County business; and

WHEREAS, some County employees have requested authorization to use their personnel cellular phone rather than carry an extra County cellular telephone for County business; and

WHEREAS, this will save taxpayer monies from purchasing cellular telephones in the future; now, therefore be it

RESOLVED, that the Cayuga County Legislature does hereby authorize to pay, authorized County employees using their own cellular telephone for County business in lieu of a County cellular telephone will be reimbursed \$15.00 per month for the cost of the usage of the employees cellular telephone; and be it further

RESOLVED, that the employee shall be paid quarterly for such expense through the audit process; and be it further

RESOLVED, that this amendment be added to the County Cellular Telephone Policy and County Owned Property Use Policies.

I HEREBY CERTIFY, THAT I HAVE COMPARED THE FOREGOING COPY OF A RESOLUTION DULY PASSED AND ADOPTED BY THE LEGISLATURE OF CAYUGA COUNTY AT A MEETING HELD ON THE 22ND, DAY OF MAY, 2007 WITH THE ORIGINAL RESOLUTION, AND THAT THE SAME IS A TRUE AND CORRECT COPY AND TRANSCRIPT THEREOF, AND THE WHOLE THEREOF.

5/23/2007 12:50 PM


CLERK, CAYUGA COUNTY LEGISLATURE

TO: DEPARTMENT HEADS

SUBJECT: NEW CELL PHONE POLICY

Attached please find a copy of the resolution adopted by the Legislature on May 24th regarding the reimbursement of monthly access charges for personal cell phones that are used in place of County cell phones for authorized employees.

If an authorized employee wishes to use their personal cell phone:

- They must first return the County's cell phone to the Purchasing Department.
- Submit (voucher) on a quarterly basis for reimbursement providing a copy of the cover sheet from the invoice provided by the company for verification
- Employees will be reimbursed \$15.00 per month.

Cayuga County Legislature



Resolution 331-07 authorizes the reimbursement for **authorized** County employees using their own cellular telephones for County business. This reimbursement will be \$15.00 per month pay quarterly (\$45.00 per quarter)

Authorized employee must return the County's cell phone with charger, manual and any other equipment that came with the phone to Clerk of the Legislature Office.

Submit voucher on a quarterly basis for reimbursement and provide copies of the cover sheet from the invoice provided by the cellular company for verification for the last three months.

Fill in Form below

Date _____

I, _____ submit for reimbursement to the County of Cayuga
Print Name

the following 3 monthly invoices/statements for the authorize use of my own cellular phone for county business.

Invoice 1 date _____

Invoice 2 date _____

Invoice 3 date _____

Sign Name _____

Please staple invoices/statements to this form and submit to Department head for approval

Department Head Approval Yes-No _____