

Cell Phone Allowance & Tablet Policy

City of Dunedin, Florida

Cell Phone Plan

Eligibility:

- City Commission
- City Manager and City Clerk
- Department Directors
- Others as Designated

Requirements:

To receive a cell phone allowance an active, local cell phone number will be maintained. For those requiring a data plan, participants will be asked to purchase a "Smartphone", capable of receiving and sending email and calendar items through the City's exchange server. The maintenance of the hardware and service plan is the responsibility of the employee and not the City. Other plan features are at the discretion of the employee.

Allowance

The City will provide an allowance of sixty-five dollars (\$65) monthly for those required to maintain a data plan and forty dollars (\$40) monthly for voice only. It will be paid in 12 equal payments, through the employee's pay check and will be subject to supplemental withholding taxes.

Opting out of the Allowance Program

If approved by the Department Director and Human Resources an employee may choose to opt out of this program. If an employee opts out of the allowance program, the City will provide a smart phone or regular cell phone for the employee's use. The traditional cell phone policy as it applies to the cost reimbursement of personal usage of a City issued phone will be strictly enforced, regardless of plan. Refer to the Cellular Telephone Equipment Policy for the appropriate guidelines on cell phone usage.

Note: Blackberries will no longer be an option.

Cell Phone Allowance & Tablet Policy

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Tablet Plan

Eligibility:

- City Commission
- City Manager and City Clerk
- Department Directors

Requirements:

To receive a City Tablet, employees must review and agree to the City's email and internet usage policies. Tablets are for business use only.

Tablets

As part of this program, eligible employees will receive tablets. The tablets will be the property of the City and maintained by the City. Usage of the tablet is governed by the City's internet use and email use policies. Additional applications may be purchased for the tablet at the user's discretion, using the user's purchasing card. Beyond the initial setup IT is not responsible for additional applications or peripheral devices. Monthly charges for tablet services will be charged to the appropriate cost centers within the user's department.

Additionally, all City email should be conducted via the assigned official Dunedin email account on a tablet or through other available interfaces. **Use of personal accounts for City business is prohibited.**

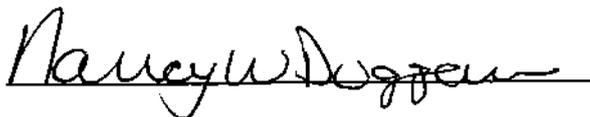
The City will no longer maintain the Blackberry server and the associated services.

Paperless Documents

Every effort should be made to use the tablet in lieu of receiving paper documents. Once the tablets are provided, standard practice will be to provide information via electronic copies. Programs will be provided to allow for the highlighting and noting in .pdf documents.

Effective Date of Policy:

December 1, 2011



Director of Human Resources & Risk Management



Finance Director



City Manager