

GOVERNMENT ATTORNEYS CELLULAR PHONE REIMBURSEMENT FORM

Cell Phone Reimbursement - Article 13

The District Attorney, Public Defender or Director of Child Support Services may require certain employees in this bargaining unit to conduct County business on a Cellular Phone. Such employees shall have the option of either a County owned device or a stipend.

County-Owned Devices:

Such devices shall be purchased and maintained by the County and be used in accordance with the County's policies on cell phones.

Stipend:

Employees who opt to receive the stipend rather than a County-issued device shall receive \$100.00 monthly. In order to receive the monthly stipend, the employee must:

1. not be issued a County owned device
2. maintain a personal cellular phone
3. provide their supervisor with the phone number of their personal cellular phone

Employees will be responsible for any and all costs for securing their phones and for all additional costs of phone usage beyond the \$100 monthly stipend. Employees are responsible for maintaining cell phone service and will be wholly and individually responsible for personal use of the employee-owned cell phone.

Employee Signature

Date

Department Representative certifies that the employee is eligible for the cell phone reimbursement, employee has returned the County cell phone, and employee shall not receive duplicate reimbursement in any form for cell phone compensation.

Department Representative

Date

Cc: Information Services Department
PER7001