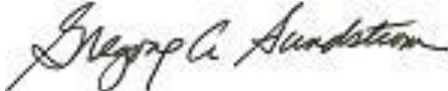


# CITY OF GRAND RAPIDS ADMINISTRATIVE POLICY

NUMBER: 13-01	DATE: 11/25/13
REVISIONS:	
ISSUED BY: City Manager	SIGNED: 

**SUBJECT:** Cellular Phone Charges and BYOD (Bring Your Own Device)

**PURPOSE:** City employees use and rely on their cellular devices or personal use equipment to be accessible beyond their workspace and working hours. These devices enhance employee productivity and availability at minimal cost to the City. This policy supports the use and reimbursement of City supplied devices and employee provided devices (BYOD – Bring Your Own Device).

**POLICY:**

I. Traditional Cell Phones – Communications Only

1. City issued cell phones and service (without data plans) will continue to be administered by the departments; the City will pay the full cost for the device and calling plan. Personal use of City devices is restricted.

II. Smart Phone Devices and Service

Smart Phone use will be administered in two categories – those devices and services provided by the City, and those devices and services provided by the employee (BYOD). General personal use of devices is unrestricted.

1. General Personal Use of City-issued devices does not cover long-distance phone charges (outside of West Michigan area) or fee chargebacks beyond data, email, and text services. All additional charges or fees should be reimbursed by the employee.
2. City issued Smart Phones (with data plans) will require the employee to reimburse \$10.00 per month to the City for incidental personal use through payroll deduction.
3. Employee owned – BYOD Smart Phones, the City will reimburse (as income through the payroll process) a monthly stipend, reflecting the lowest equitable call-plan to the City. Employees will be required to provide the City with their cell

phone number and be accessible through city communication practices. Employees will be allowed to receive discounts provided by cell phone carrier providers to government employees.

### III. Cell Phone Services

1. The City's systems will continue to interact and support Android and Apple devices – BYOD devices that do not comply with City technology standards may not work and would not be eligible for the monthly stipend.
2. The cost for reimbursement to employees, will be based on the City's lowest contract rate minus \$10.00 for calling plans that include competitive call minute blocks (currently set at 400 minutes), and unlimited data/messaging. The reimbursement rate will fluctuate per contract year.
3. Employees are required to complete the Employee Payroll Deduction Authorization and Stipend Request Form during the open enrollment period each year. The Purchasing Department will identify three cellular carrier providers for selection.

### IV. Guidelines for Determining Employee Eligibility:

Employees who have job duties that require the frequent need to use a cell phone for business purposes are eligible, and typically include:

1. Employees typically out of the office (on the road or in the field), who are required to remain in touch with others.
2. Employees available for emergency contact and required to be contacted anywhere, anytime.
3. Employees with 24/7 response requirements.

### V. Other BYOD Devices

1. BYOD tablets are permitted by the City. Network communication will be supported by public Wi-Fi only and all software licensing is at the users' expense.
2. Currently all other BYOD computing or communication devices are not reimbursable and are not supported by the City.
3. Software licensed by the City of Grand Rapids is not licensed for BYOD use.

### VI. Exempt Employees

This policy applies to all City employees or City issued devices.

### VII. Existing Policies

This policy supplements existing policy 84-02.

### VIII. Waiving of Policy

The City Manager may waive this policy or portions thereof as the City Manager deems necessary.