

RESOLUTION NO. 1245

A RESOLUTION adopting a reimbursement policy for use of personal owned mobile devices and phones.

WHEREAS, the City Council desires to move to a paperless system that will result in more efficient document preparation, savings in print and distribution costs, and improvement of document accessibility and transparency to the public, and

WHEREAS, the City Council has considered a reimbursement policy for the use of personally owned mobile devices and phones, and

WHEREAS, the Council desires to adopt the reimbursement policy,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

SECTION I

The reimbursement policy for use of personal owned mobile devices and phones attached hereto as Exhibit "A" is hereby adopted.

ADOPTED at a regular meeting of the Council of the City of Camas this 18 day of June, 2012.

SIGNED: _____

Mayor

ATTEST: _____

Clerk

APPROVED as to form:



City Attorney

EXHIBIT "A"

Reimbursement Policy for use of Personal Owned Mobile Devices and Phones

Scope: This policy applies to the Mayor, Council Members, Planning Commission members, City Administrator, Department Heads and to certain exempt employees (with the approval of department heads and budget authority).

Mobile Devices – WiFi Only

It is the intent of the City legislators to move to a paperless system that will provide staff efficiencies in preparing documentation, cost savings in print and distribution, and improve document accessibility and transparency to the public. With the new digital agenda system, mobile devices will be a necessity for the council members to access information. Two options are approved for the Mayor, City Council Members, and Planning Commission Members:

Option 1:

At the approval of the mayor for council members and planning commission members to use their own personal wireless devices in lieu of the city purchasing a device for them for council business, council members may request a monthly stipend to offset their out-of-pocket expenses for the use of their own hardware devices. This monthly stipend of \$25 is considered a federal taxable fringe benefit and will be paid on the monthly payroll pay period.

If a council member or planning commission member chooses this option, repair and replacement of their personal wireless device will not be the responsibility or cost of the city. A council member or planning commission member may choose in the future to have the city purchase the hardware device for them and the stipend plan would cease to that council member.

Option 2:

Mayor, council members and planning commission members may also submit a request for the City to purchase a mobile device for their use. If this option is chosen, there will be no monthly stipend, the City owns the device and is responsible for its repair, maintenance and replacement and the device may only be used for diminimus personal use. Mayor, council members and planning commission members will be asked to sign the City's Network Use policy abiding by the City's allowed and disallowed personal use language.

Mobile Phone with Voice/Data Plan

The Mayor, City Administrator, Department Heads, and certain exempt employees (with the approval of Department Head and budget authority), who are required to use and carry cell phones, PDAs, receive after-hours e-mails, updates, notifications, alarms, call-backs, or other official city business, may make the following requests of the City:

Option 1:

Individual requiring a phone and data plan for updates during the day and/or after work hours to both voice, email and data, may submit a request for a monthly stipend of \$50 to use his/her personal device. This monthly stipend of \$50 is considered a federal taxable fringe benefit and will be paid on the monthly payroll pay period. It is a requirement that Information Systems Department (ISD) set up e-mail on this device to separate City e-mail and synchronize it with the City's email system to meet required e-mail archiving and data retention laws. It is the responsibility of the employee to abide-by and meet any and all security requirements such as HIPPA laws when accessing and/or responding to City-specific email on a personal device. The city is not responsible for maintaining, repairing, or replacing this hardware under the reimbursement or stipend plan.

Option 2:

Individual requiring a phone and data plan for use or updates during the day and/or after work hours to both voice, email and data, may submit a request for the City to provide him/her with the required device and data plan which will be set-up by ISD staff to comply with e-mail archiving and records retention laws. The repair, maintenance and replacement costs will be the cost of the city, including monthly voice and data usage costs. The individual is not eligible for a monthly stipend under this option and may use the device for diminimus personal use while abiding by the Network User policies in place.