

**RESOLUTION NO. 2021-01**

**A RESOLUTION OF THE HEBER PUBLIC UTILITY DISTRICT AMENDING POLICY MANUAL TO INCLUDE POLICY NUMBER 2300.1 CELL PHONE PURCHASE AND REIMBURSEMENT POLICY**

**WHEREAS**, cells phones are a way to communicate external and internal customers including residents, property owners, business owners, and visitors to Heber; and

**WHEREAS**, the Heber Public Utility District desires to improve cell phone service and transparent communications between staff and with our customers; and

**WHEREAS**, the District recognizes that use of cell phones, texts and Internet access is a necessary part of communication in society today and that cell phones are a communication tool that should be utilized; and

**WHEREAS**, the Heber Public Utility District desires to convey time-sensitive information such as in the event of an emergency, information product availability, community events, and to obtain or convey information that is useful to, or will further the goals of the District; and

**WHEREAS**, the District desires to adopt a policy that ensures compliance with laws, provides our employees with option to improve communication without a financial burden; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Heber Public Utility District:

- 1) The District's Policy Number 2300.1, Cell Phone Purchase and Reimbursement attached hereto and incorporated herein as though fully set forth, is hereby approved.
- 2) Policy 2300.1 Cell Phone Purchase and Reimbursement, attached hereto and incorporated herein as though fully set forth, will be made part of and incorporated herein the Heber Public Utility District Policy Manual.

**PASSED AND ADOPTED THIS** 21<sup>st</sup> day of January 2021, by the following vote:

AYES: T. Sandoval, M. Cardenas, H. Diaz, K. Garcia, P. Tabarez

NOES: None

ABSENT:



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Pompeyo Tabarez, President  
Board of Directors

ATTEST:

  
\_\_\_\_\_  
Raquel R. Carrillo, Clerk of the Board

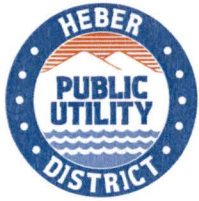
APPROVE AS TO FORM:

\_\_\_\_\_  
Steven M. Walker, General Counsel

STATE OF CALIFORNIA )  
COUNTY OF IMPERIAL )  
HEBER PUBLIC UTILITY )  
DISTRICT )

I, RAQUEL R. CARRILLO, Clerk of the Board of the Heber Public Utility District, County of Imperial, State of California, DO HEREBY CERTIFY that the foregoing resolution was dully passed, approved and adopted by the Board of Directors of the Heber Public Utility District at its regularly scheduled meeting held on the 21st day of January, 2021.

By   
\_\_\_\_\_  
Raquel R. Carrillo, Clerk of the Board



# HEBER PUBLIC UTILITY DISTRICT CELL PHONE PURCHASE & REIMBURSEMENT POLICY

**SUBJECT:** CELL PHONE PURCHASE AND REIMBURSEMENT POLICY

**POLICY NO:** 2300.1

**EFFECTIVE DATE:** January 22, 2021

## **Purpose**

The purpose of this policy is to ensure that appropriate District staff members have the necessary equipment to perform their job duties and respond to urgent situations while minimizing the number of District-issued cellular phones and provide criteria and conditions for reimbursement of personal cellular telephones used for District business. District cellular phones and personal cellular phone reimbursements are not considered an entitlement or fringe benefit and may be revoked by the District at any time.

## **Procedures**

### **I. Eligibility**

- A.** The District may either issue cellular phones to District employees or provide reimbursement for the use of personal cellular phones for District business purposes. The General Manager, or designee, may authorize an employee to receive a District-issued cellular phone or authorize a reimbursement per this policy, if it is deemed necessary for the successful completion of the employee's job duties.
- B.** Whether or not an employee's cell phone charges are reimbursed by the District, any records of District business conducted on a personal cell phone or other device (including photos, voicemail, text, and electronic mail) must be made available to the District upon request.
- C.** The employee shall complete the attached HPUD Cellular Phone Authorization Form and sign the form acknowledging that they have read this Policy and agree to comply with the Policy.
- D.** The Department Manager shall first evaluate if a cellular phone is deemed necessary for the successful completion of the employee's job duties. As part of the evaluation, the Department Manager will determine if the need is 'incidental' or 'core'.
  - a.** Incidental (occasional and sporadic) need for the use of a cellular phone may entitle the employee to a \$5.00 reimbursement per pay period should the employee use their personal cellular phone for District purposes. The employee will not be eligible for a District issued cellular phone.

- b. Core (integral to the effective performance of duties or requirement to be reached quickly) need for the use of a cellular phone may entitle the employee to a \$15.00 per pay period reimbursement should the employee use their personal cellular for District purposes. Otherwise, the employee may request the issuance of a District issued cellular phone.
- E. After the Department Manager has reviewed and categorized the employee request, the Department Manager may recommend the authorization for final approval by the General Manager, or designee.
- F. Once approved by the General Manager, or designee, the MROSD Cellular Phone Authorization Form shall be routed to the Administrative Services Administrative Assistant for handling and implementation.

## **II. Processing and Implementation of a Request**

- A. The Finance Department staff will purchase and distribute District-issued cellular phones after authorization and completion of the form.
- B. Eligible employees who already own a personal cell phone may elect to participate in the reimbursement provision (see below) in lieu of being issued a District-owned cell phone. An employee who chooses to use a personal cellular phone for District business agrees to make that number available to District staff. Employee is responsible for ensuring that their personal phone is in working order and updating the appropriate Department contact of any changes with their cellular phone including phone number changes within one business day.
- C. The Department Managers shall budget for the monthly employee reimbursements for personal cellular phones used by employees in their departments for District business.
- D. The Finance Department will keep a comprehensive list of employees with cellular phone numbers (personal cellular number and District issued numbers).
- E. The Human Resources Department will retain the original Cellular Phone Authorization Form upon approval, and will return copies to the employee and Department Manager. The approved cell phone authorization form will be placed in the employee's personnel file.

## **III. Reimbursement**

- A. Personal Use of District Issued Cellular Phone
  - a. Any costs incurred for personal use of a District-issued phone shall be promptly reimbursed to the District.

**B. Use of Personal Cellular Phone for District business**

- a. Employees who use their personal cellular phone for District business purposes may request a flat reimbursement in the amount of \$5.00 per bi-weekly pay period if the use is deemed incidental and \$15.00 per bi-weekly pay period if the use is deemed core.
- b. Reimbursements will be paid to the employee via the bi-weekly payroll and shall be free of taxes and other deductions to the employee, unless otherwise mandated by law.

**IV. Prudent Financial Management**

- A. Managers are responsible for oversight of employee cell phone use to ensure that the use is appropriate.
- B. Employees required to carry District issued cellular phones are responsible for prudent financial management of the District resources and should review the bill each month.

General Manager's Signature:

Dated:

# ONE-TIME PHONE ALLOWANCE REQUEST FORM

## Part 1

Effective Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

### Phone Acquisition Method (select one)

<input type="checkbox"/>	A: Convert District-owned phone to an Employee-responsible phone	Employee will convert their assigned District-owned cell or smart phone to an employee-responsible plan and receive a one-time additional allowance for the amount of their phone's life that has already expired
<input type="checkbox"/>	B: Use Employee-responsible phone	Employee will use an existing employee-responsible cell or smart phone for the phone allowance program and receive a one-time additional allowance for the amount of their phone's life that has already expired.
<input type="checkbox"/>	C: Purchase new phone	Employee will receive a one-time additional allowance for the purchase of a new cell or smart phone for the phone allowance program.

Employee approved for the Cell Phone/Smart Phone Allowance is authorized for a One-time Phone Allowance to allow the purchase of a new phone when the current phone reaches two years of age.

**Maximum of \$100 if approved for the Calling Plan Allowance or \$180 if approved for the Calling Plan Allowance and the Data Plan Allowance**

### One-time Allowance Proration (select one)

	If approved for the Calling Plan Allowance only		If approved for the Calling Plan Allowance and the Data Plan Allowance
<input type="checkbox"/>	For a phone in service less than 0.5 years, the amount paid will be \$25 (25%).	<input type="checkbox"/>	For a phone in service less than 0.5 years, the amount paid will be \$45 (25%).
<input type="checkbox"/>	For a phone in service more than 0.5 years but less than 1.0 year, the amount paid will be \$50 (50%)	<input type="checkbox"/>	For a phone in service more than 0.5 years but less than 1.0 year, the amount paid will be \$90 (50%)
<input type="checkbox"/>	For a phone in service more than 1.0 year but less than 1.5 years, the amount paid will be \$75 (75%)	<input type="checkbox"/>	For a phone in service more than 1.0 year but less than 1.5 years, the amount paid will be \$135 (75%)
<input type="checkbox"/>	For a phone in service more than 1.5 years, or to purchase a new phone, the amount paid will be \$100 (100%)	<input type="checkbox"/>	For a phone in service more than 1.5 years, or to purchase a new phone, the amount paid will be \$180 (100%)

**Submit completed form to General Manager for processing**

**ONE-TIME PHONE ALLOWANCE REQUEST FORM**

**Part 2**

**Employee Certification and Signature:**

I certify that I will use the funds requested toward the business use designated above.

I certify that, if I have been approved for the Data Plan allowance, I will allow the District's IT Department access to the smart phone to set up synchronization and to address security and technical support issues that may periodically arise.

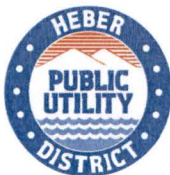
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Department Director Certification and Signature:**

I certify that the requested stipend is needed for this employee to cover work-related expenditures due to cell phone use in accordance with the District's Cell Phone and Smart Phone Allowance and Use Policy.

Department Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit completed form to General Manager for processing**



## HEBER PUBLIC UTILITY DISTRICT CELLULAR PHONE AUTHORIZATION FORM

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Job Classification: \_\_\_\_\_

Employee Request	
<input type="checkbox"/> Flat Rate Reimbursement  Plan Provider: _____  Cell Phone #: _____	<input type="checkbox"/> District Issued Cellular Phone
<div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><i>I acknowledge that I have read and understand provisions the District's Cell Phone Purchase And Reimbursement Policy (Administrative Policy 2300.1). I agree to comply with all the requirements contained in the policy. I understand that violations of this policy will result in a loss of equipment privileges, and that I may be subject to further disciplinary action.</i></p> <p>_____</p> <p>Employee Signature</p> </div>	

Management Approval	Administrative Services	
<input type="checkbox"/> Incidental <input type="checkbox"/> Core  _____ Department Manager Signature  _____ General Manager Signature (if required)	Route in order to:	Initial/Date
	<input type="checkbox"/> Dept. Manager (District issued)	
	<input type="checkbox"/> Accounts Payable	
	<input type="checkbox"/> Human Resources	