



**DOUGLAS COUNTY  
ADMINISTRATIVE POLICIES AND PROCEDURES**

<b>TITLE</b> Douglas County Technology Allowance	<b>Approval Date</b> May 2011
<b>POLICY CUSTODIAN</b> Information Technology Finance	<b>Revision Date</b> January 2013

**PURPOSE:** The County recognizes that certain positions require individuals to be available to regularly conduct business outside of normal schedule work hours. In these limited situations, an allowance will be provided to partially compensate employees who use their personal cell phones for business purposes. This allows the County to save money in purchasing and maintaining fewer County-owned cellular phones.

**DEPARTMENT(S)  
RESPONSIBLE:** Information Technology and Finance

**DEPARTMENT(S)  
AFFECTED:** All Elected Offices and Board Departments are eligible to participate.

**POLICY:** This policy establishes qualifications and amounts for personal cell phone allowances payable to eligible and approved employees to compensate them for use of the personal cell phone for business purposes. An allowance will only be available if it replaces the need for the County to provide a duplicate product or service and if providing the allowance saves the County money.

**Exclusivity:** No employee who received an allowance may claim an expense reimbursement for personal spending on a product/service the allowance is expected to cover if the expense occurred during the period (s)he received the allowance.

**Schedule of allowances:** The County has structured an allowance plan as detailed below. This allowance plan is voluntary and will be provided only to eligible employees who request to use it and are approved to do so.

The County will maintain and publish a schedule of products and/or services and their corresponding allowances, which shall be updated annually. Only those products/services on this schedule will be considered for this program and only at the rates specified. The business functions identified in the schedule should be included in the job descriptions of those individuals applying for the allowance. The final decision with respect to individual employee eligibility will be made by the employee’s Elected Official or Department Director.

**Taxable income:**

The allowance shall be included in the employee's monthly pay and it shall be considered and treated as taxable income.

**Responsibility to maintain:**

- When an employee receives an allowance, it is his/her responsibility to maintain the product or service at an appropriate level such that it can perform the required business functions.
- All charges are the responsibility of the individual including equipment purchase, replacement, maintenance, service overage, taxes, insurance, etc. This includes breakage or wear and tear while on the job.
- Purchase and maintenance of any accessories for the device(s) are also the individual's responsibility, even if an accessory is deemed a job requirement.

**Personal Use:**

As a product/service under their ownership, the employee may use such technology for non-business purposes provided such use:

- Does not conflict with their supervisor's instructions while on the job.
- Does not interfere with the performance of their job responsibilities.
- Does not violate acceptable use, security, or any other County employment policies and restrictions; cooperation with employment investigations, etc.

**Expectation of privacy:**

- When used for business purposes, the device or service is subject to the same policies and restrictions as any County owned device/service, including but not limited to, vehicle use restrictions while working and any limitations regarding work time spent on personal activities.
- Any business use that interacts with county systems in such a way as to create a public record is subject to Open Records disclosure of any such record created. If such public records are not automatically duplicated on a County system, then the employee shall transfer such public records to a County system as soon as reasonably possible. The personal data and use of the cell phone shall remain private and the public record can then be made available for inspection directly from the County system, in compliance with the Colorado Open Records law.
- Absent a reasonable suspicion related to a workplace investigation, an employee will otherwise have a reasonable expectation of privacy with respect to personal technology items, communication, or other information related to the allowance plan.
- Contact information for a privately owned device/service will be furnished and disseminated consistent with your job description and county owned devices of a similar nature. In this context, an employee's privately maintained phone number may be publicly available to the same extent that a County issued device would have been made publicly available.

**Enrollment Frequency:**

With the exception of prepaid allowances that require fixed repayment periods (as identified in the Schedule of Allowances), an employee may elect to participate in, or withdraw from, the program for any complete future pay period given sufficient lead time to process the changes in payroll. However, unless the individual’s job responsibilities change or there is other significant cause, supervisors are discouraged from approving such changes more frequently than the annual publication of the Schedule of Allowances. In the event an employee’s voluntary withdraw from the allowance plan, reenrollment will not be allowed, at a minimum, until any contract for a County provided replacement device expires.

**Authorization:**

All requests for allowances must be approved by:

- The Elected Official/Department Head

**Non-exempt use**

Use of the device or service outside of regularly scheduled business hours for County business purposes may result in overtime, requiring pre-approval from the employee’s supervisor.

**Schedule of allowances**

Choose appropriate allowance amount(s).

<b>Allowances</b>	
<b><u>Service</u></b>	<b><u>Rate</u></b>
<b>Cellular</b>	<b>\$30/mo</b>
<b>Data</b>	<b>\$50/mo</b>