



ADMINISTRATIVE REGULATION

Office of the City Administrator

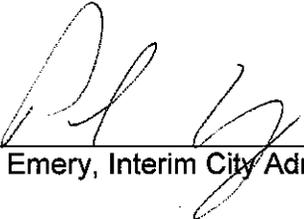
Number	AR 309
Sections	1 - 6
Effective Date	9/10/08
Responsible Department	City Treasurer
Review Date	9/10/13

SUBJECT: Telephone and Cellular Usage and Reimbursement Procedure

1. **Purpose:** To establish a policy and procedure for the use of City-owned desktop and cellular phones and procedures for reimbursement.
2. **Authority:** Charter of the City of Huntington Beach, Section 401.
3. **Application:** This Administrative Regulation shall apply to all departments and to all employees who use City-owned desk and cellular telephones.
4. **Policy:** It shall be the policy of the City that City-owned telephones are provided for official City business. Because restricting City phone use to official business is not always practical, this policy provides for limited personal use and reimbursement procedures.
 - 4.1. *Official City Business:* City phone calls directly related to City operations and functions.
 - 4.2. *City-owned Telephones:* Desktop telephones or Cellular (wireless telephones) with service provided by an outside vendor.
5. **Responsibility:**
 - 5.1. Each department head is responsible for distributing the monthly list of phone calls received from the Telecommunications Department to employees, and each employee is responsible for making the appropriate reimbursements per the policy.
6. **Procedures:**
 - 6.1. **Process for Reimbursements for Personal Phone Calls Made from City Phone Desktop Telephones** - The Telecommunications Division distributes a monthly listing of phone calls by department. Employees using desktop phones shall review these monthly phone bills for their particular phone. Employees shall identify personal calls and reimburse the City Treasurer's Department on a monthly basis for all personal use costs that exceed a total of \$5.00 per month. In order to be cost effective, reimbursement should be requested from the City Treasurer's Department on at least a quarterly basis or when the amount of reimbursement exceeds \$20.00. The requesting person should fill out completely a cash receipt form if their department is authorized to complete these, or request the City Treasurer's Department to

complete one on their behalf. A Cash Receipt Form will be filled out with **General Revenue Account 10000100.48220** as the receiving account. The issuing department will send a copy of all reimbursements to the Telecommunications Division for tracking.

- 6.2. Process for Reimbursements for Personal Cellular Phone Calls -** The Telecommunications Division distributes a monthly listing of cellular phone calls to each City department. Personal cell phone calls are to be reimbursed at the rate of 15 cents per minute for all minutes that exceed 60 minutes of personal use per month (regardless of the type of cell usage: day/night/weekend/mobile-to-mobile /incoming or outgoing). This limited amount of personal use (approx. 3 min. per typical working day) is intended to allow those who are required to carry Cellular phones some personal use since their job responsibilities require that they spend substantial time away from desktop telephones. Employees shall identify personal calls and reimburse the City Treasurer Department per 6.1 above.



Paul Emery, Interim City Administrator