

**TOWN OF STOWE**  
**Selectboard**  
**Cellular Phone Policy**

**PURPOSE**

The purpose of this document is to provide - guidelines - regarding the use of Town owned cellular (cell) phones and the business use of personal cell phones. With the approval of the Town Manager, Department Heads may require selected Town employees to either maintain personal cell phones or use a Town provided cell phone for business purposes. This policy is for all personnel except for the Stowe Police Department which has a General Order issued by the Police Chief covering cell phones.

**GENERAL GUIDELINES**

1. Department Heads, with the approval of the Town Manager, shall determine which employees will be required to be accessible by cell phone during the work day or for emergency purposes during non-working hours. See Attachment A of approved cell phones users by position that are eligible for a town owned phone or reimbursement in accordance with this Policy for the use of their personnel phone for business purposes. This Attachment may be amended at any time by the Town Manager.

2. If the Town Manager decides an employee is required to be accessible by cell phone as indicated in Attachment, A the employee may either decide to carry their own personal cell phone or use a cell phone provided by the Town based on the following:

- The Town Manager or his or her designee will determine the type of monthly plan necessary and will pay all the costs associated with the purchase of the phone and the type of plan.

OR

- The Town will reimburse the employee up to \$25 per month toward the cost of a basic plan. The non-taxable reimbursement will be in accordance with IRS regulations. An Employee currently issued a Town cell phone that would like change to using his/her personal cell phone may do so when the current plan ends with proper notice given to the Finance office.

3. Non-business use of a Town provided cell phone is permitted as long as that use is of minimal time and duration, does not impede the employee's work responsibilities and does not result in additional cost to Town. Non-business use of an assigned cell phone shall be occasional, unusual in frequency, incidental or for emergencies. If the non-business usage of the cell phone results in a direct cost to Town, it is the employee's responsibility to reimburse Town.

**EMPLOYEE RESPONSIBILITIES**

1. A Town employee who uses a Town provided cell phone or is required to use his/her personal cell phone for business is required to follow all state and federal laws regarding usage while driving.

2. A Town employee is not permitted to loan a Town provided cell phone to anyone other than to another Town employee or volunteer for municipal purposes

3. A Town employee must report the theft or loss of his/her Town provided cell phone immediately to his/her supervisor or manager.

4. Upon separation of employment a Town employee must return the Town provided cell phone.

5. For an employee to receive the agreed upon reimbursement for his/her personal monthly cell phone plan the employee must submit a copy of the portion of his/her cell phone bill that outlines the basic monthly charges and

details the phone calls (non town related calls may be blackened out). The employee's manager will initial/sign and date the copy in order for the employee to submit the bill to the Town Finance Department for reimbursement.

6. Public Records Law: Employees must recognize that calls sent or received on a Town cell phone or a personal cell phone with the cost is being supplemented by the Town is subject to Vermont's Public Records Law and may be covered by the State of Vermont's retention schedule for municipal records.

7. Prohibited Use: Town issued cell phones shall not be used for personal financial gain or for illegal purposes. Transmission of messages on the Town issued cell phones shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence. Except for police acting within the scope of their official duties (e.g investigation), the following are examples of uses of the Town cell phones that are prohibited:

- (1) The transmission of materials or messages that involve the use of obscene/offensive language, images or jokes, sexually explicit materials or messages that disparage any person, group or classification of individuals.
- (2) Cell phones used in the course of Town business may not be used to defame, harass, intimidate or threaten any other person(s).
- (3) Access to internet resources, including but not limited to sexually explicit websites, that are inappropriate in a business setting.

Discipline: Any violation of this policy may be grounds for disciplinary action consistent with any applicable collective bargaining agreement, statute or Town policy.

*Adopted by the Selectboard on 4/23/12.*

## **Town of Stowe**

### **Acknowledgement of Cellular Phone Usage**

All applicable Town of Stowe employees must read, understand and comply with Town ' Cellular Phone Policy dated 4/23/12. By using the Town provided cell phone or by using your personal cell phone for Town business you agree to comply with all rules, regulations and policies of Town and any applicable local, state and federal and international laws, guidelines and regulations. Misuse of a cell phone used for Town business purposes will result in disciplinary action.

\_\_\_\_\_  
(Print) Name of Employee

\_\_\_\_\_  
(Signature) of Employee

\_\_\_\_\_  
Date

Attachment A  
Approved Cell phone list as of 09/25/19

Police -	13 tablets, 14 phones (All full time officers & Chief of Police)
EMS -	3 tablets, 3 phones (in vehicles & Chief of EMS)
Fire -	7 tablets/phones (in vehicles)
Highway-	2 phones (Highway Superintendent & Foreman)
Mountain Rescue	1 tablet
Emerg Managmnt	1 phone
Parks	2 phones (Parks Superintendent & Foreman)
Public Works	1 tablet, 2 phones (Public Works Director & Assistant Engineer)
Recreation-	1 phone (shared by department)
Sewer -	1 tablet
Water -	3 tablets, 2 phones (Water Superintendent & Chief Plant Operator)
Admin -	1 phone (Town Manager)