

PPM #27

Policy Name: Cellular Phones and Smart Phones
Effective Date: September 15, 2010
Revision Date: February 7, 2011; December 1, 2011

Authorization:



Charles R. Davis, Deputy Secretary

POLICY

It is the policy of the Office of the Lieutenant Governor (OLG) and the Department of Culture, Recreation and Tourism (DCRT) to utilize cellular phones and smart phones in the most cost-efficient and effective way to carry out its mission. Revisions of this policy are effective with the approval of the Civil Service Commission and certification of the Human Resources Director.

PURPOSE

This policy will establish guidelines for determining the need for cellular phones and smart phones (BlackBerry, iPhone, Droid, etc.) and accounting for their use by the employees of the OLG and DCRT.

APPLICABILITY

This policy will apply to all Offices within the OLG and DCRT with cellular phones and smart phones assigned to employees in their section and/or division.

PROCEDURES FOR OBTAINING CELLULAR SERVICE

The OLG and DCRT offer two types of cellular service to state employees - **Option I and Option II:**

Option I:

Employees whose appointing authority certifies that a cellular telephone is necessary for them to satisfactorily perform their duties will be assigned a monthly cellular phone allowance in the amount of \$35.00. The Lieutenant Governor, Secretary, Undersecretary, and his/her designee, must approve an employee's participation in this option. Upon documentation of appropriateness, he/she may approve an amount in excess of \$35.00. However, the amount of the monthly allowance shall not exceed \$50.00. The amount of the allowance will depend upon job related usage and will be determined by the appointing authority. Employees whose appointing authority deems it necessary that they have a smart phone will be reimbursed \$75.00 per month. Specific written documentation will be required to determine the allowance needed for each employee to perform their job. There will be no reimbursement

of any charges other than this allowance. The allowance will be spread over the employees twenty-six (26) pay periods and will appear on the employee's remuneration statement as earned income. Every January, an employee's needs for a cellular phone will be evaluated and re-certified by the appointing authority and approved by the Undersecretary or his/her designee using the OLG/DCRT Mobile Communications Device Justification/ Authorization, which is a Web-based Workflow Form. Employees will be responsible for promptly notifying the appointing authority and/or Human Resources if the cell service is discontinued.

Employees using Option I will be required to:

1. Complete the OLG/DCRT Mobile Communications Device Justification/ Authorization, which can be found on Channel Z under E-Forms for CRT;
2. Obtain a smart phone that is compatible with OLG/DCRT's Information Services Platform.
3. Obtain a cellular plan that provides detailed billing which list all calls made, calls received and duration;
4. Retain bills for the prior twelve (12) month period; and
5. If bills are audited, identify business calls and camouflage personal calls.

In accordance with IRS regulations, this allowance will be reported as income on an employee's W-2. Taxes and retirement will be withheld.

Random audits may be conducted by the internal auditor to assure that a substantial usage of the phone is job related. Employees will be required to provide their personal cell phone bills for this audit.

Any repairs to the smart phone are the responsibility of the employee.

Option II:

The OLG and DCRT provide an employee with cellular service and a cellular telephone or smart phone. Employees who choose this option will be required to complete the OLG/DCRT Mobile Device Communication Authorization, which can be found on Channel Z under E-Forms for CRT.

The Lieutenant Governor, Secretary, Undersecretary or his/her designee must approve an employee's participation in this option. Employees will have the minimum minute plan, 450 minutes, unless authorization is given by the Lieutenant Governor, Secretary, Undersecretary or Appointing Authority. Employees who **do not** exceed the minutes in their allotted plan **will not** be required to identify any non-business related charges.

Employees will be required to pay and will be invoiced for directory assistance charges that are not business related. Text messaging and international calls without prior approval of the

Lieutenant Governor, Secretary, Undersecretary, Assistant Secretary or his/her designee will be the responsibility of the employee.

If an employee exceeds the minutes of their assigned plan, the employee will be required to identify any non-business related calls and reimburse the department. Authorization may be given by the Lieutenant Governor, Secretary or Undersecretary to approve an appropriate plan according to the business purpose of the position assigned the phone.

RESPONSIBILITY

Lieutenant Governor, Secretary, Undersecretary:

Approves all state issued cellular phone or smart phone requests.

Assistant Secretary or Appointing Authority:

Assures compliance of this policy, annually certifies that justification still exists for the continued use of a cellular telephone or smart phone.

Immediate Supervisor:

Assures compliance with this policy and certifies monthly that substantial usage if subordinates cellular phones and smart phones are work related.

Human Resources Division:

Provides guidance to the Appointing Authority or his/her designee regarding discipline of an employee who misuses or abuses the cellular service.

EXCLUSIONS

The Lieutenant Governor, Secretary or Undersecretary may make exceptions to this policy as he/she deems necessary, provided such exceptions shall not be in conflict with Civil Service Rules and Regulations.

QUESTIONS

Questions regarding this policy should be directed to the Undersecretary.

VIOLATIONS

Employees found to have violated this policy may be subject to disciplinary action.

REFERENCE

Louisiana Administrative Code Title 4; Part IX; 9:901 and R.S. 42:1461

Summary of Changes: Revised policy number (December 1, 2011).