



**CITY OF FLINT**  
**DEPARTMENT OF HUMAN RESOURCES**  
**AND LABOR RELATIONS**

**POLICIES & PROCEDURES**

**CITY OF FLINT, MICHIGAN**

**CELL PHONE AND PAGER POLICY**

ISSUE DATE:	DATE REVISED: No. of Pages: 3	SOURCE: City of Flint Policies and Procedures Manual
REVIEWED BY CITY ATTORNEY: Pete M. Bade	APPROVED BY DIRECTOR, HUMAN RESOURCES & LABOR RELATIONS: DONNA D. POPLAR	DATE APPROVED BY FLINT CITY COUNCIL: December 13, 2010
DATE REVIEWED: December 6, 2010	DATE APPROVED: December 3, 2010	RESOLUTION NO.: 101283

**PURPOSE:** The City of Flint relies on cell phones and pagers to communicate with off-site employees. To ensure the City's cell phones and pagers are used properly by City employees, independent contractors, agents and other users, the City has created this Cell Phone and pager Use Policy (the "Policy").

**STATEMENT OF POLICY:**

The rules and obligations described in this Policy apply to all users (the "Users") of the City of Flint's cell phone and pager resources, wherever they may be located. Violations will be taken seriously and may result in disciplinary action, up to and including: discharge and civil and criminal penalties. It is every employee's duty to use The City of Flint's Cell phone and pager resources responsibly, professionally, ethically and lawfully.

**DEFINITIONS:**

From time to time, this Policy refers to terms that require definitions:

1. The term **cell phone** refers to any cellular phone owned or managed by the City of Flint.
2. The term **pager or 2-way radio** refers to any pager or 2-way radio owned or managed by the City of Flint.
3. The term **users** refers to all employees, independent contractors, consultants, temporary workers and other persons or entities who use City of Flint cell phones, pagers and 2-way radios.



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**POLICY:**

Cell phones and pagers are the property of the City of Flint and may be used only for legitimate City business purposes. Users are allocated cell phones and pagers to assist in the performance of their jobs. **City cell phones are not to be used for personal calls.** Use of City cell phones, pagers and 2-way radios is a privilege and may be revoked at any time.

**NO EXPECTATION OF PRIVACY:**

*No Expectation of Privacy.* The cell phones, pagers and 2-way radios allocated to employees are to assist them in performance of their jobs. Users should not have an expectation of privacy for either incoming/outgoing calls or conversations. The City of Flint receives and reviews all call logs and bills from City cell phones and pagers. Users understand the City of Flint may use human or automated means to monitor cell phone and pager use.

**PROHIBITED ACTIVITIES:**

*Inappropriate or unlawful use.* Using City cell phones, pagers and 2-way radios to commit fraud, harass, embarrass, sexually harass, intimidate or for any other unlawful or inappropriate use is strictly prohibited. Campaign and union activities **shall not** be permitted uses of the City of Flint's cell phones, pagers and 2-way radio resources.

**ALLOCATION AND REIMBURSEMENT PROCEDURE:**

*Department Head Review.* Department Heads will be given a list of their employees with cell phones and pagers on a monthly basis. It is their responsibility to determine which employees in their department need a cell phone, pager or 2-way radio and how many minutes of air-time will be allotted.

*Finance Department Review.* The Finance Department will receive and review the cell phone and pager bills. They will send an e-mail to the Department Heads and Cost Center Managers with the amount that will be allocated from their Communications Accounts.

*City Reimbursement.* If a personal call(s) on a City cell phone cannot be avoided, the User of the phone will be responsible for all charges relevant to the call(s).



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***Use of Personal Cell Phones.*** Use of personal cell phones for personal calls is only allowed during break and lunch times. If an employee chooses to use their personal cell phone for City business, authorization must be pre-approved by the Department Head or immediate supervisor.

***Lost or Stolen Equipment.*** Any employee using a City of Flint cell phone, pager or 2-way radio will be responsible for that equipment. If it is lost or stolen, the Information Services Department must be notified immediately and the employee must report such theft to the Police Department immediately. The police report should be provided to the Information Services Department. A City bill will be sent to the employee for the replacement amount of the equipment and that employee will not have use of the new equipment until payment is made and as authorized by the Information Services Department.

**MISCELLANEOUS:**

***Minimizing Charges.*** It is each Users responsibility to minimize cell phone charges whenever possible. This can be accomplished by limiting time on the phone to important details only and by using the direct connect function when communicating with another User on the City's network. Using the direct connect feature is free. Calling another City User uses allocated minutes from each cell phone.

***Other Policies Applicable.*** Users must observe and comply with all other policies and guidelines of the City of Flint.

***Amendments and Revisions.*** This policy may be amended or revised by the Director of Human Resources & Labor Relations as the need arises. Users will be provided with copies of all amendments and revisions.

***No additional Rights.*** This policy is not intended to and does not grant Users any contractual rights.

*A copy of this policy is available to all City of Flint employees*

*via the City of Flint website.*