



Prosecuting Attorneys' Council of Georgia

Use of Personal Cell Phone Policy And Reimbursement Agreement

Effective Date: July 1, 2012

1.0 Purpose

Establish a policy for reimbursing employees for the use of personal cell phone for official business.

2.0 Definitions

Cell Phone: commercial wireless phone service (mobile, cellular, or digital)

3.0 Applicability

This policy applies to staff authorized to use a cell phone and/or associated wireless services for Prosecuting Attorneys' Council (PAC) official business, and who receive compensation from PAC to offset the cost of the cell phone for business-related calls and use.

4.0 A. Eligibility for Cell Phone Reimbursement

The cell phone reimbursement agreement must be approved by the Executive Director, who, upon the recommendation of a member of the senior management team, makes a determination that a cell phone is required in the performance of official duties.

The Prosecuting Attorneys' Council may provide a cell phone reimbursement to an employee if at least one of the following criteria is met:

1. The job requires considerable time outside the office (travel, meetings, conferences, etc.) and use of the cell phone facilitates the effective conduct of business operations while away.
2. The nature of the employee's assigned duties requires the employee to be immediately accessible to receive and/or make business calls and/or have communications on business outside of working hours.



Prosecuting Attorneys' Council of Georgia

3. Job duties away from the office may expose the employee or others to immediate harm or danger (e.g. visiting and interviewing witnesses and others involved in legal matters.)

5.0 Amount and Limits to Cell Phone Reimbursement

Reimbursement amounts are set at the sole discretion of the Executive Director of the Prosecuting Attorneys' Council. Employees authorized to use personal phones may be reimbursed at the lesser of:

1. The amount it would cost the agency to provide a cell phone, or
2. Actual cost to the employee.
3. This is a reimbursement policy and not a cell phone allowance program. As such, reimbursements will be paid after completion of the month of service.

6.0 Employee Responsibility

1. Sign the Cell Phone Reimbursement Agreement thereby certifying that he/she will provide the phone number and will be available for calls (in possession of the phone and have it turned on) during those times specified by management.
2. Select any cell phone carrier whose service meets the requirements of the job responsibilities as determined by his/her supervisor.
3. Comply with applicable laws regarding the use of cell phones while driving and avoid cell phone use that may jeopardize the safety of the employee or others.
4. Monthly: To receive reimbursement, submit to his/her immediate supervisor a "Request for Reimbursement" form, along with a copy of Front Page of the employees' most recent phone bill to establish that the employee still has service and the service's actual cost. If the service contains multiple lines, employee must submit enough information to establish the cost for the specific phone for which reimbursement is being requested.

7.0 Supervisor Responsibility

1. Make recommendation to the Executive Director concerning the execution of this agreement for employees meeting the criteria specified above.



Prosecuting Attorneys' Council of Georgia

2. It is the responsibility of the Employee's most immediate supervisor - with authority to approve budget expenditures - to authorize or deny payment of an employee's monthly reimbursement request.
3. Supervisors may at any time request a copy of the employee's most recent phone bill to establish that the employee still has service and/or the service's actual cost.

8.0 Time Limit on Reimbursement Requests

Prosecuting Attorneys' Council reserves the right to deny reimbursement to any request more than 60 days following the end of the month for which reimbursement is requested. Reimbursement requests more than 90 days old will be denied.

9.0 Termination

This agreement may be terminated, in writing, at any time at the sole discretion of the Executive Director of the Prosecuting Attorneys' Council, with or without cause, and with no further liability, at that moment, accruing to the Prosecuting Attorneys' Council for the payment of any amounts not previously submitted for reimbursement.

10.0 Intent, Authority and Reference

It is the intent of this policy to comply, in all material aspects, with provisions of The Department of Internal Revenue Services' "Guidance on Employer-Provided Cell Phones," (Publication 15-B), and the September 19, 2011 "Interim Guidance on Reimbursement of Employee Personal Cell Phone Usage" Field Memorandum (Control No. SBSE-04-0911-0803).



Prosecuting Attorneys' Council of Georgia

Execution

Reimbursement Agreement for the Use of Personal Cell Phone Policy

EMPLOYEE REQUEST

I acknowledge receiving, reading and understanding this copy of Prosecuting Attorneys' Council of Georgia Use of Personal Cell Phone Reimbursement Policy and request to be enrolled in the program. I also acknowledge and understand the use of my personal cell phone for official business may subject it and all related records to requirements of Open Records.

Employee Name: _____

Phone # _____

Signature: _____

Date: _____

SUPERVISOR RECOMMENDATION

I affirm the above name employee meets the requirements for enrollment in this program and recommend approval.

Name: _____

Signature: _____

Date: _____

EXECUTIVE DIRECTOR APPROVAL

____ Approved ____ Denied

Signature: _____

Date: _____