

Cell Phone Eligibility Form

Employee Name: _____

Employee ID: _____

Title: _____

Dept: _____

Phone/Ext: _____

Indicate choice by circling A or B

Option A) County Purchased and Operated

The employee listed above is eligible and authorized to use a County owned cell phone for business use only.

County Purchased and Operated

Lake County reserves the right to terminate an employee's cell phone in violation of this policy.

Initials: _____

Option B) Employee Purchased, Owned, and Operated

The employee listed above is eligible and authorized to receive a monthly call plan allowance as indicated below:

- | | | |
|---|------|--------|
| <input type="checkbox"/> Employee connected device (no allowance) | \$0 | Tier 1 |
| <input type="checkbox"/> Under 100 voice minutes | \$10 | Tier 2 |
| <input type="checkbox"/> 100-450 minutes | \$25 | Tier 3 |
| <input type="checkbox"/> Over 450 minutes | \$45 | Tier 4 |

Data Plan (In addition for Data Services) \$30

By accepting the monthly cell phone allowance I do hereby agree to use my own personal cell phone so that I may be reached during regular business hours and/or during emergencies when applicable. I agree to have a working cell phone and to furnish Lake County with a valid working cell phone number at all times. I further agree to contact my supervisor and payroll office if I change or cancel cell phone services. Failure to contact the payroll office may result in an employee repayment of the allowance.

Lake County reserves the right to terminate an employee's cell phone in violation of this policy.

Initials: _____

Allowance Cancellations:

The employee listed above is cancelling cell phone allowance.

Employee is cancelling Cell Phone Allowance

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Business Case for Cell Phone

Example of a County business case

Employee x requires the use of a cell phone. The work functions of employee x require the employee to be away from the office working in the field as well as be in communication with their manager. I am requesting that employee x receives an "option B" cell phone plan, with a tier 2 voice message plan, with data included. I am requesting employee x receive an allowance of \$40 for the tier 1 voice minutes plan and the data package. Due to the convenience and accessibility of the employee's own personal cell phone I believe it is more beneficial to the County to provide an allowance rather than issue employee x a County purchased phone.

I have read, understand, and agree to comply with the Lake County Cell Phone Policy. I acknowledge that my cell phone records may be considered public records by law. The County is permitted to, but has no obligations to, assist in any Public Record Act matter associated with my cell phone.

Employee Signature

Date _____

Department Head/Elected Official Approval

Date _____

Director of Finance

Date _____

Date Device Received: _____

Cell Phone Number: _____