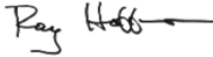


Title Reimbursement for Personal Use of FOM Branch Telephones	Number OPS-100.1
Responsibility Field Operations and Maintenance Branch	Supersedes N/A
Deputy Director's Approval  Ray Hoffman, acting Deputy Director	Effective Date June 15, 2011

1. PURPOSE

To comply with City policy, this procedure establishes a standardized process within the Field Operations and Maintenance (FOM) Branch for reviewing monthly phone bills and ensuring appropriate reimbursement for excessive personal use of both landline and cellular phones.

2. GENERAL

FOM directors, managers and supervisors should, on a regular and ongoing basis, remind staff that SPU landline and cellular phones are intended for official City business. It is understood and acceptable that a nominal number of personal phone calls will be made from these devices. However, excessive personal use (as described below) is discouraged.

3. MOBILE TELEPHONES/DEVICES

- A. Each FOM division's Telephone Coordinator will review the detailed monthly phone bills and will flag all bills reflecting a monthly usage in excess of 400 minutes.
- B. The Telephone Coordinator will send the flagged bills to the Division Director, who in turn will ensure that a Manager assigned to that division meets with each Employee who has a phone bill exceeding the limit set above.
- C. The Employee will the phone bill and highlight all personal calls made from that phone number.
- D. If an Employee's personal use of the phone totals more than 50 minutes during a quarter, they will be required to pay 18 cents per minute for the total number of personal-call minutes plus a \$9 handling fee. Payment should be made by check, with the check being made out to the "City of Seattle."
- E. The Employee will sign the highlighted phone bill and return it to the Manager, along with a check (if appropriate), within two weeks of receipt of the phone bill. The Manager will maintain a file of all monthly phone bills requiring reimbursement.

- F. The Manager will log receipt of the check by noting the date of payment along with the payment amount and check number on the copy of the phone bill maintained in the Manager's files.
- G. The Manager will then provide the highlighted phone bill and check to the Telephone Coordinator, who will complete a Telephone Charges Reimbursement Form. The Telephone Coordinator will forward the check, highlighted phone bill and reimbursement form to Accounts Payable.

4. DESK TELEPHONES

- A. Each FOM division's Telephone Coordinator will review the detailed monthly phone bills and will flag all bills reflecting a monthly usage in excess of 200 minutes.
- B. The Telephone Coordinator will send the flagged bills to the Division Director, who in turn will ensure that a Manager assigned to that division meets with each Employee who has a phone bill exceeding the limit set above.
- C. The Employee will review the phone bill and highlight all personal long distance calls made from that phone number.
- D. If an Employee's personal long-distance use totals more than 50 minutes during a quarter, the Employee will be required to pay 5 cents per minute for the total number of personal long distance-call minutes plus a \$9 handling fee. Payment should be made by check, with the check being made out to the "City of Seattle."
- E. The Employee will sign the highlighted phone bill and return it to the Manager, along with a check (if appropriate), within two weeks of receipt of the phone bill. The Manager will maintain a file of all monthly phone bills requiring reimbursement.
- F. The Manager will log receipt of the check by noting the date of payment along with the payment amount and check number on the copy of the phone bill maintained in the Manager's files.
- G. The Manager will then provide the highlighted phone bill and check to the Telephone Coordinator, who will complete a Telephone Charges Reimbursement Form. The Telephone Coordinator will forward the check, highlighted phone bill and reimbursement form to Accounts Payable.

5. AUTHORITY/REFERENCES

- Internal Controls Over Voice Communications Policy, Department of Information Technology, City of Seattle