

**Section 15.14 Appendix N – Mobile Phone Election Form**



**CITY OF PATASKALA  
MOBILE TELEPHONE ELECTION FORM**

**Purpose:** This form is to be used whenever an employee has been issued a city mobile telephone, or desires to use their personal mobile phone for city business. Section 13.04 of the Employee Handbook & Policy Manual governs the issuance of, and administrative policies for, the usage of mobile phones for city business.

**Employee Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**PLEASE SELECT ONE OF THE OPTIONS BELOW:**

- NO PERSONAL USAGE:** I will not use my city-issued mobile phone for personal usage (other than minimal usage provided for in the Handbook). By selecting this option, I acknowledge that material usage of the city mobile phone for other than city business may subject me to discipline per the terms and conditions of the Employee Handbook & Policy Manual.
- STIPEND:** I am eligible for the \$65.00 monthly mobile phone stipend (per 13.04(b)(iv)), and am requesting that the city provide the payment to me in lieu of providing me with a city-issued mobile phone. I recognize that by selecting this option, I am required to have a data-enabled smart phone, and agree to use my personal mobile phone for city business. I also acknowledge and accept that any data plan overages as a result of city business is my responsibility, and not eligible for reimbursement by the city. Furthermore, I recognize that the IRS considers this to be a taxable fringe benefit, and I am responsible for any payroll taxes on such stipend.
- PERSONAL USAGE:** I wish to use my city-issued mobile as my personal phone, and agree to reimburse the city for a portion of the monthly cost, such cost to be based upon the type of mobile phone used. Based upon my city phone, I am selecting the option below, and agree that the stated amount (subject to change) shall be deducted from my bi-weekly pay (1<sup>st</sup> and 2<sup>nd</sup> pays in each month only) on an after-tax basis.
  - Standard phone (voice and text only) \$5.00 per bi-weekly pay (\$10 per month)
  - Smart phone (data, voice and text) \$12.50 per bi-weekly pay (\$25 per month)

**ACKNOWLEDGEMENT**

I have received and agree to comply with all of the policies and conditions contained in the Employee Handbook & Policy Manual which govern the issuance and usage of mobile telephones for city business.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date