

	<i>Administrative Regulation</i>	
	Policy #:	8.05
	Effective:	09/21/2025
	Revised:	
	<b>CELL PHONE REIMBURSEMENT</b>	
	Owner:	Human Resources

**Note:** Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

**PURPOSE:**

To establish how an employee receive ***reimbursement*** for the use of personal ***cell phones*** to conduct official ***City business***.

**SCOPE:**

This regulation applies to all full-time and part-time employees of the City of Springfield who are required to use personal cell phones for work-related communications. This regulation does not apply to contractors, temporary employees, or interns unless explicitly stated in their employment agreements.

**POLICY:**

Employees may be eligible to receive a forty-five dollar (\$45.00) monthly ***reimbursement*** for the use of a personal ***cell phone*** to conduct ***City business***. Eligibility must be approved by the employee’s department director.

*Reimbursement* is contingent upon submission of the required form and adherence to this regulation.

**PROCEDURE:**

**1. Eligibility**

- a. An employee may be eligible if:
  - (1) The position requires regular communication (calls, texts, emails) while away from City facilities or outside of normal working hours.
  - (2) The employee is not issued a City-owned ***cell phone***.
- b. Eligibility is determined by the department director based on job duties and operational needs.

**2. Requesting and Approval Process**

- a. To request ***reimbursement***, the employee must:
  - (1) Complete and submit the [Use of Personal Cell Phone for City Business](#) form.
  - (2) Describe the business need for using a personal ***cell phone***.
  - (3) Obtain written approval from the department director..
  - (4) Provide proof of ownership (e.g., billing statement).

- (5) Sign the *reimbursement* agreement upon approval.
- b. The employee submits all required documentation to their supervisor.
  - (1) The supervisor ensures the request is complete and must submit the full documentation packet, including a completed [Personnel Action Form \(PAF\)](#), to Human Resources for processing.
- c. Approved *reimbursements* are issued through the employees' biweekly paycheck.

### **3. Employee Responsibilities**

- a. Employees approved for *reimbursement* must:
  - (1) Maintain an active *cell phone* plan that meets business communication needs.
  - (2) Keep the phone's operating system updated and implement appropriate security settings.
  - (3) Affirm that the phone is being used for business purposes and provide current billing upon request.
  - (4) Follow all applicable City policies related to data security, acceptable use, record retention, and email use.
  - (5) Safeguard City data, refrain from sharing confidential records, and delete sensitive information when no longer needed.
  - (6) Notify your supervisor if job duties change and *cell phone* use is no longer necessary.
  - (7) Retain billing documentation for at least two years to support potential City or IRS audits.
  - (8) Use a *cell phone* while driving for *City business* only when using hands-free or voice-activated technology, as required by Oregon law. Manual use of a mobile device while driving is prohibited except in emergency situations where safety or public welfare is at immediate risk.
  - (9) If classified as hourly, use the phone for *City business* only during scheduled work hours unless otherwise authorized. All time must be accurately tracked and reported.
  - (10) Remove all City-related data from the device upon separation, unless instructed otherwise for legal or compliance reasons.
  - (11) Return any City-issued accessories upon termination of *reimbursement*.

### **4. City Access to Personal Devices**

- a. The City respects employee privacy and will request access to a personal device only when required to:
  - (1) Comply with a ***public records*** request.

- (2) Respond to a legal process, including subpoenas or official investigations.
- b. Refusal to provide requested City-related records may result in disciplinary action, up to and including termination.

**DEFINITIONS:**

***Cell Phone***

A portable device capable of voice, text, and internet access, including smartphones.

***City Business***

Work performed on behalf of the City, including communication or use of mobile applications required for job duties.

***Public Records***

Any writing, communication, or electronic record relating to the conduct of the public's business, as defined under Oregon Public Records Law, regardless of where the record is stored.

***Reimbursement***

A fixed monthly payment to offset the personal cost of using a cell phone for City business. Reimbursement is not taxable income and is not included in subject salary for Public Employees Retirement System (PERS) reporting purposes.

**RESOURCES:**

*Administrative Regulation:*

- [Records Management](#)
- [Mobile Devices, Public Records, and Electronic Discovery](#)

*Forms:*

- [Use of Personal Cellphone for City Business](#)
- [Personal Action Form \(PAF\)](#)