



MICHAEL D. SANDERS
Jackson County Executive

EXECUTIVE ORDER #11-13

**TO: MEMBERS OF THE LEGISLATURE
CLERK OF THE LEGISLATURE**

**FROM: MICHAEL D. SANDERS
JACKSON COUNTY EXECUTIVE**

DATE: July 6, 2011

RE: AMENDMENT TO PERSONNEL RULES

I hereby promulgate the attached amendment to the Personnel Rules for Jackson County Employees.

Michael D. Sanders, County Executive

Date: July 6, 2011

RECEIVED
JUL 07 2011 ^{hmc} / 12:15
MARY JO SPINO
COUNTY CLERK



Section 18.13 - Use of a County Issued Cell Phone

County issued cell phones. Use of mobile communications / county issued cell phones should be utilized for the primary purpose of conducting County business. Users are prohibited from using County issued cell phones for personal benefit, political, or private financial benefit.

Incidental personal use should be minimal. The County can charge the employee for use that is beyond incidental for reimbursement.

Under no circumstance shall the County's resources be used to harass or otherwise threaten another user.

Cell phone allowance. Department directors, charter officers, elected officials, or members of the executive staff who often use a cellular telephone for county business, may request a cell phone allowance instead of securing service through a county issued cell phone. The County Executive may approve a request for a monthly cell phone reimbursement in lieu of the county providing the employee or official a county issued cell phone. Regardless of the employee's actual cost of the personally acquired cell phone, the County shall reimburse the employee monthly at 50% of the County's monthly cost for County issued cell phones. This rate shall be reviewed and adjusted annually, and a maximum reimbursement rate set by the IT Department and approved by the County Executive. The phone number for the cell phone shall be made available for business purposes.

In accordance with IRS regulations, cellular phone allowances may be reported as a taxable fringe benefit.