



Staff Mobile Phone and Wireless Device Authorization Form Instruction Sheet

Below are the steps to be used to complete and process the Staff Mobile Phone and Wireless Device Authorization Form to comply with the Monterey County Staff Mobile Phone and Wireless Device Policy.

- Step 1) Complete and sign the Staff Mobile Phone and Wireless Device Authorization Form and submit the original to your Department HR Professional. HR will be responsible for ensuring that the document is complete, approved by the department, and that the necessary signatures are on the form for process.
- Step 2) HR will submit the completed original form to the Auditor-Controller's Office. A Personnel Action Form (PAF) including the stipends is required as noted in the Staff Mobile Phone and Wireless Device Policy.
- Step 3) Auditor-Controller's Office will process the form and payroll payments will be adjusted in accordance with the policy.

If you have any questions or concerns on this process, please direct them to the Departmental HR/Payroll Coordinator.





Staff Mobile Phone and Wireless Device Authorization Form

(See [A-15 Monterey County Staff Mobile Phone and Wireless Device Policy](#))

Employee Name: _____ Employee ID#: _____

Title: _____ Department: _____

Work Phone/Ext: _____ New Request Revised Request

Option A: Monthly Allowance Option B: County Purchased, Owned, & Operated Device

Option A: Monthly Calling Plan Allowance

This is a non-accountable plan therefore additional receipts and documentation are not required.
Cell phone allowance is not eligible for reporting to PERS.
Cell phone allowance is subject to applicable payroll taxes.

Initials: _____

Employee Owned & Operated

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

- Standard Usage (up to 250 minutes & data included) Plan 1 Allowance \$50.00
- Heavy Usage (up to 500 minutes & data included) Plan 2 Allowance \$70.00
- Exceptionally Heavy Usage (up to 700 minutes & data included) Plan 3 Allowance \$90.00

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 always furnish the County of Monterey with a valid working cell phone number. 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 a repayment of the allowance.

Initials: _____

Option B: County Purchased, Owned & Operated

Employee agrees to use their County owned cell phone for County business purposes except for occasional and infrequent use necessary for personal emergencies. Office of the Auditor-Controller reserves the right to terminate employee's cell phone or to switch user to the allowance method (A) if excessive personal calls are made.

Initials: _____

Comments: _____

I have read, understand, and agree to comply with Monterey County Staff Mobile Phone and Wireless Device Policy for Cellular/PDA device use. I acknowledge that my cell phone/PDA account records may be considered disclosable public records by law. The County is permitted to, but has no obligation to, assist in any Public Record Act matter associated with my cell phone/PDA.

Employee Signature _____ Date _____

Manager Signature _____ Date _____

Department Head or Designee Signature _____ Date _____

Date Phone Received: _____ Cell Phone Number: _____

