

RESOLUTION NO. 2021-1816

A RESOLUTION OF THE CITY OF AURORA, MISSOURI APPROVING REVISIONS OF PERSONNEL POLICIES FOR THE CITY OF AURORA

WHEREAS, the City of Aurora, Missouri (the "City"), is a city of the third class and political subdivision of the State of Missouri, duly created, organized, and existing under and by the virtue of the constitution and laws of the State of Missouri; and

WHEREAS, the City of Aurora, Missouri has determined the need to address deficiencies within the existing City of Aurora Personnel Policies; and

WHEREAS, the City Council desires to establish policies that protect and clarify the rights and responsibilities of employees and encourages a positive workplace atmosphere within the organization; and

WHEREAS, it has been determined appropriate to add a Phone Allowance policy within the existing City of Aurora Personnel Policies; and

WHEREAS, revisions of the City of Aurora Personnel Handbook require and affirmative vote of the Aurora City Council in accordance with Section 1.4, Amendments of Personnel Rules and Regulations of the Aurora Personnel Handbook.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council for the City of Aurora, Lawrence County, Missouri,

Section 1: The City of Aurora City Council adopts the following amendment for addition in the City of Aurora Personnel Handbook, Chapter 3 – Compensation and renumbering of sections as appropriate.
(Attachment A – See Below)

Section 2: The published City of Aurora Personnel Handbook shall be updated with the adopted changes.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
AURORA, MISSOURI THIS 22nd DAY OF JUNE 2021.**

APPROVED:

Jason Lewis, Mayor

ATTEST:

Kimberly Breedlove, City Clerk

ATTACHMENT 1

Recommended Policy Revision

PHONE ALLOWANCE

The City of Aurora recognizes the need for certain city personnel to own and/or use cell phones to complete and enhance their job performance. This policy establishes the procedures for cell phone authorization, allowance, and usage for certain personnel.

Criteria used in determining appropriate personnel to receive cell phone benefits include:

1. The employee is a key staff member needed in the event of an emergency.
2. Where the job function requires continuous accessibility beyond scheduled or normal working hours (i.e., on-call responsibilities for critical City services.)
3. The nature of the employee's work is critical to the operation of the department and immediate response is required.
4. The anticipated level of business use is significant.
5. Where the job function requires access to e-mail outside of the office or beyond normal scheduled working hours, and it is essential for the City that the employee has the ability to receive and send email during those times.
6. The related cost is justified when compared with alternative communication choices.

Employee Phone Stipend

This policy provides for the periodic and incidental use of employee-owned phones for City business where the City compensates the employee for such use.

Employees whose job duties include the frequent need and use for a cell phone may receive a stipend, in the form of a monthly cell phone allowance to cover City-related usage on their personal cell phone.

Allowance Amount

(Level 1) – The standard monthly cell phone allowance amount shall be \$35.

(Level 2) – Based upon the recommendation of a department head and with approval of the City Manager, a monthly allowance of \$60 may be provided to any employee whose necessary city business use of a cell phone justifies the need for a greater number of plan minutes or additional data. No further reimbursement for cell phone costs is available to employees who receive an allowance. Typically, this level will be Department Heads, Public Safety Administrative Staff, and the City Manager.

Allowance Payment

The approved cell phone allowance will be paid monthly as part of the employee's paycheck and will be subject to all applicable payroll taxes. This allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to salary increases, promotions, etc.

City Issued Cell Phones

The City maintains a very limited number of cell phones assigned to specific departments or employees as specified below. It is the policy of the City to issue a cell phone to employees only when there is a reasonable or substantial need for the employee to have a cell phone issued to them in order to facilitate communication with that employee. These phones are to be used only for City business and personal use of these phones is strictly prohibited.

Fire Department.....Fire Chief

Police Department.....Police Chief

Police Department.....Animal Control Officer

Wastewater Department.....Wastewater Dept. On Call Personnel

Phone Allowance Agreement

No phone allowance will be processed for payment until the employee that will be receiving the monthly phone allowance submits the required City of Aurora Phone Allowance Agreement for approval by the Human Resources Director, and the City Manager.

Missouri Sunshine Law

Employees receiving a monthly phone allowance are hereby notified that data and information associated with the usage of their personal phone for City business may be subject to the Missouri Sunshine Law. Such data and information disclosures may include, but not be limited to, billing statements, usage history, call history, call logs, call duration reports, and data usage reports. In those instances, Employees will strictly adhere to the guidelines set forth by the Missouri Sunshine Law and City of Aurora Policy.