

OKANOGAN COUNTY COMMISSIONERS'

RESOLUTION 90 - 2023

A Resolution Amending Resolution 326-2009 a Cell Phone Stipend Policy

WHEREAS, many Okanogan County employees have duties and responsibilities that require the use of a cell phone; and

WHEREAS, Resolution 326-2009 created a Cell Phone Stipend Policy, Attachment A of the Cell Phone Policy included the Okanogan County Cellular Telephone Voice/Data and Internet Service Stipend Authorization Form which is outdated and needs modification to align with current cell phone plans and options; and

WHEREAS, employees that use their personal cellular phone should receive a stipend to help cover the cost of cellular telephone service;

NOW, THEREFORE, BE IT RESOLVED effective July 18, 2023 the Okanogan County resolution 326-2009 Cellular Telephone Voice/Data and Internet Service Stipend Authorization Form be modified to reflect current plan options as Attachment A-1;

BE IT FURTHER RESOLVED that at no time will the County cell phone stipend be greater than the employee's actual cell phone monthly charge.

DATED at Okanogan, Washington this 18th day, of July 2023

ATTEST:


Laleña Johns, CMC, Clerk of the Board



**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**


Chris Branch, Chairman


Andy Hover, Member


Jon Neal, Member

OKANOGAN COUNTY
Cellular Telephone Voice/Data and Internet Service Stipend
AUTHORIZATION FORM

Employee Name: _____

Department _____ Budget BARS Code: _____

Cellular Carrier _____ Copy of most recent cell phone bill that shows
monthly charge must be attached

☐ Low (\$20) ☐ Medium (\$30) ☐ High (\$40)
 >450 minutes >900 minutes 1350 + minutes
 (15 minutes per day) (30 minutes per day) (45 minutes per day)

Justification: _____

Employee Certification:

I certify that the above stipend will be used toward expenses that I incur for cellular telephone voice/data usage for business purposes. I further certify that should the business usage significantly decline for a sustained period, that I would notify my supervisor in writing, as soon as practicable. I understand this stipend will be included on my W-2 form as taxable income. I further understand that Okanogan County is not responsible for the tax consequences of the stipend or the business use of my personal cellular devices.

I acknowledge my cell phone cannot be used while operating a motor vehicle or other equipment, whether personal or business related, and certify that I will not use my cell phone in any way that violates Okanogan County policy.

I fully indemnify, release, and hold harmless Okanogan County for any monetary costs of claims of any nature arising out of this cellular telephone stipend program and from liability or damages arising out of bodily injury to myself or other persons or property caused by or resulting from my negligence while operating a cellular telephone.

Employee Signature

Date

Department Head Signature

Date

Central Services (if applicable)

Date

Original: Administrative Services Copy: Department Head