



## **TAMALPAIS COMMUNITY SERVICES DISTRICT**

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### **RESOLUTION NO. 2023-14**

#### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT APPROVING A CELL PHONE REIMBURSEMENT POLICY**

**WHEREAS**, staff whose regularly assigned duties necessitate the use of a personal mobile technology phone device to be accessible while outside of the office; and

**WHEREAS**, TCSD issues phones to those employees who are on-call 24/7, may be assigned to be on-call 24/7, and/or need a phone to be accessible during business hours; and

**WHEREAS**, TCSD contacts employees without TCSD issued phones for business purposes; and

**WHEREAS**, under California Law employers are required to reimburse employees for the reasonable cost for the use of their personal phones for work-related purposes regardless of the employee's cell phone plan; and

**WHEREAS**, many public agencies adopt a cell phone reimbursement policy with an allowance to reimburse the reasonable costs of the employees' use of their personal phones; and

**WHEREAS**, the reimbursement of the use of personal cell phones is administratively less costly than TCSD issuing cell phones to all employees requiring the use of cell phones during business hours.

**THEREFORE, BE IT RESOLVED** that the Tamalpais Community Services District adopt the following personnel policy which will take effect the August 14, 2023 pay period:

#### **"CELL PHONE REIMBURSEMENT POLICY"**

For those staff whose regularly assigned duties necessitate the use of a personal mobile technology phone device to be accessible while outside of the office, the General Manager may authorize a monthly allowance of up to \$30.00. Staff must be able to receive and send text messages while working as well as access work emails, but must comply with all California vehicle code requirements when driving. Certain terms and conditions will apply, as established by the General Manager, for the use of personal cell phones for business purposes.

TCSD will issue phones to those employees who are on-call 24/7 or may be assigned to be on-call 24/7. These employees using TCSD issued phone are not eligible

for a phone allowance. TCSD issued cell phones are the property of TCSD and must be returned when an employee leaves employment.

For all other employees, the General Manager, in his/her sole discretion, may issue TCSD-owned phones to staff to use for business purposes."


**BE IT FURTHER RESOLVED** that the Tamalpais Community Services District authorizes the General Manager to amend the TCSD Personnel Policy, as necessary and appropriate, to incorporate the Cell Phone Reimbursement Policy and the General Manager is authorized to make changes from time to time to this policy, but cannot revise the maximum monthly cell phone allowance without Board approval.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 9th day of August 2023 by the following vote:

AYES: M. Bartschat, J. Brown, S. LEVINE, M. McMahon

NAYS:

ABSENT: J. Jacobs



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Steffen Bartschat, President

ATTEST:



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Secretary, Tamalpais Community Services District