

Employee Handbook Amendment 1: City of Vassar Smoking Section

Current Language in Employee Handbook, effective January 1, 2013

SMOKING

On January 18, 1999 the City provided a smoke free environment for all its residents in all City facilities and buildings. On June 1, 2009 the City Council approved smoking is prohibited in all city buildings, city vehicles, and city property in general.

Proposed language for adoption

Tobacco Use

Tobacco use is prohibited in and on all city buildings, city vehicles and city property. This policy applies to all city employees, elected officials, residents, vendors, contractors, visitors and community board members. Smoking means the burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco. Tobacco is a product that is intended for human consumption, including, but not limited to cigarettes, cigars, pipes, chewing tobacco and other non-cigarette smoking tobacco.

Adopted: January 6, 2014 by action of City Council

Employee Handbook Amendment 2: City of Vassar Cell Phone Stipend

Current Language in Employee Handbook, effective January 1, 2013

No language

Proposed language for adoption:

Cell Phone Stipend

1. **POLICY:** Employees whose job duties include the need for a cell phone may receive extra compensation, in the form of a cell phone allowance, to cover business related costs on their personal cell phone. The employee will be responsible for the purchase of the cell phone equipment to be used for basic cell service. Costs for cosmetic or technical extras are the responsibility of the employee.
2. **ELIGIBILITY:** A cell phone allowance may be authorized if at least one of the following two criteria is met:
 - a. The job function of the employee requires considerable time outside of their assigned office or work area and it is important to the City of Vassar that they are accessible during those times.
 - b. The job function of the employee requires them to be accessible outside of scheduled or normal working hours.
3. **ALLOWANCE AMOUNT:** the standard monthly cell phone allowance amount shall be \$26.00 for cell phone service, including texting, and \$30.00 for data, such as email retrieval and calendar syncing. No further reimbursement for cell phone costs is available to employees who receive an allowance.
 - a. The cell phone allowance is paid through an employee's paycheck. This allowance does not increase the employee's base salary and will not be included in the calculation of any city benefits. This allowance is subject to all applicable taxes.
4. **EMPLOYEE RESPONSIBILITIES:** The employee must retain an active cell phone contract as long as a cell phone allowance is in place. The contract must reflect a data plan in order to receive the additional \$30.00 allowance. The employee must provide their department supervisor and the city manager or their designee the cell phone number and immediately notify both parties if the number changes. Employees receiving a cell phone allowance are expected to carry the cell phone on their person both on and off duty and respond when called and or emailed for city business. The misuse of the phone – using it in ways inconsistent with city policy or with local, state or federal laws – will result in immediate cancellation of the cell phone allowance.
5. **CONTRACT CHANGES OR CANCELLATIONS:** If, prior to the end of a cell phone contract, a personal decision, employee misconduct, or misuse of the phone results in the need to change or end the cell phone contract, the employee will bear the cost of any contract termination fees.

Adopted: January 6, 2014 by action of City Council