

**Wireless Telephone Allowance Policy**  
**Effective July 1, 2015**

Town of Amherst employees are more valuable to the Town's workforce by being readily accessible while on duty and in the event of an emergency. The Town Council has determined that, in lieu of providing a wireless telephone for an employee's use while on duty, an allowance may be paid to full-time Town employees who provide their own wireless telephone service for the Town's use. This policy will enable the employee to select the wireless telephone service plan that best suits his individual needs for personal calls which are to be made on personal time.

At the end of each month the Town shall reimburse at the rate of \$45/month to all full-time Town of Amherst employees subject to the following understandings:

- A. The wireless telephone service shall have a number reached without toll from the Town Hall.
- B. The wireless telephone number shall be provided to the Town Manager for reasonable Town business use.
- C. Voice mail and text messaging services shall be provided in the employee's service plan. Information on the carrier shall be provided to facilitate group text messages via email.
- D. The wireless telephone unit shall be normally carried by the employee both while on- and off-duty.
- E. The employee shall regularly check his voice mail and text messages.
- F. The employee shall be required to provide proof of service and/or monthly expense amount by providing a copy of his latest bill or receipt to the Town Manager by December 31 of each year.

Due to the frequency of use and connection to automated alarm systems, the Treasurer shall reimburse the Director of Public Utilities 100% of his mobile phone service subject to these same understandings.

No employee shall be reimbursed for any wireline telephone.

*Amended on June 11, 2014 & June 10, 2015; effective July 1, 2015*