



INCORPORATED VILLAGE OF OCEAN BEACH

POST OFFICE BOX 457
OCEAN BEACH, NEW YORK 11770-0457
TEL: (631) 583-5940 FAX: (631) 583-7597
www.villageofocceanbeach.org

JAMES S. MALLOTT *Mayor*
KENNETH E. KLEIN, *Trustee*
THOMAS J. NOLTER, *Trustee*
GREGORY J. PACE, *Trustee*
DOUGLASS J. WYCKOFF, *Trustee*

STEVEN W. BRAUTIGAM, *Clerk/Treasurer*
KEVIN J. SCHELLING, *Superintendent of Public Works*

INC. VILLAGE OF OCEAN BEACH CELL PHONE POLICY

The Inc. Village of Ocean Beach requests certain employees to carry a cell phone purchased buy the Village. This helps the village in relaying information to employees out in the field and will aid in an Emergency situation. The phone options will be determined by the Supervisor of the Department. A Village-issued cell phone is not a fringe benefit of employment. Cell phones are issued at the sole discretion of the Village and may be revoked by the Village at any time.

If the employee has prior permission to use his personal phone, the Village will reimburse the employee for the cost of the call which must be identified on the employee's phone bill.

The Village phone is the property of the Village and must be returned when employment has terminated or if the Department Head may requests it back for any reason. If the phone is not returned to the Village upon demand, the Village will turn the phone service off and the employee will be subject to the appropriate discipline.

The phone is for use of Village business only. If an employee uses it for personal use they must reimburse the Village within 10 days of receiving the bill.

The Village shall provide a copy of the Village phone bill to the employee for their review and the employee must review the phone bill for personal use. The employee must sign the phone bill and identify any personal calls made. Any personal calls must me paid to the Village within ten days of the receipt of such phone bill.

If payment is not received within the time period allowed, the Village can have the phone turned off and demand return of the phone immediately.

If the phone is to be put in a vehicle or building for Emergency purposes the Department Head will be responsible for the approval and signing of the phone bill.

The Mayor has the right to terminate any phone within twenty-four hours of notice to the employee.

Every employee will sign this document acknowledging the Village's cell phone policy.

Name _____ Date _____

Phone _____



INCORPORATED VILLAGE OF OCEAN BEACH

RESOLUTION NO. 2011-031

CELL PHONE POLICY: Resolution No. 2011-031:

WHEREAS, the Village of Ocean Beach from time to time determines that it is beneficial to the Village to provide a Village employee with a cell phone for Village business; and,

WHEREAS, it has been determined that any such cell phone usage shall be governed by a uniform Cell Phone Policy,

Now, therefore, it is hereby

Be it RESOLVED that the Village of Ocean Beach hereby adopts the proposed Cell Phone Policy.

UPON MOTION MADE BY Mayor Mallott, SECONDED BY Trustee Nolter

The foregoing RESOLUTION WAS **ADOPTED**
 DEFEATED
 TABLED

Upon the following roll call vote of the members of the Board of Trustees:

Member	Absent	Aye	Nay	Abstain
Trustee Klein	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustee Nolter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustee Pace	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustee Wyckoff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Mallott	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: 
Steven W. Brautigam, Clerk/Treasurer