

From: [Perkins, Drew](#)
To: [Perkins, Drew](#)
Subject: Item I) (6) - Phone Device and Data Reimbursement Policy
Date: Friday, November 14, 2025 3:07:46 PM
Attachments: [image002.png](#)

Dear Board of Trustees,

Please find the attached phone device and data reimbursement policy. I'm seeking a motion to allow the executive director to implement this policy.



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PHONE DEVICE AND DATA REIMBURSEMENT POLICY

Options for Service

For any position that has been identified by the Boone County Regional Sewer District (the “District”) Executive Director as having a business need for a wireless phone or wireless data services, the District has the following options for service:

1. **District provided Phone and Data Service with No Reimbursement:**

The District will acquire a wireless phone and data service for employees identified as having a business need for the device, as determined by the Executive Director, and who do not wish to use their personal phone for District business. The device must be used in accordance with all District use policies and communication shall occur via District approved communication applications. Upon termination, the employee must return the device to the District.

2. **Employee Provided Phone & Data Service with Reimbursement for Business Use:**

As a condition of employment, the employee obtains a reliable wireless phone and data service and makes the device available for business use. The employee must download District approved communications applications for business use and comply with all District use policies. The employee is responsible for ensuring the wireless phone is compatible with the District approved communications applications and is up to date such as to provide adequate security features. Business communication shall only occur via District approved communication applications. Upon termination of employment, or at any time on request, the employee may be asked to produce the personal device for inspection. All District data on personal devices will either be removed or deactivated by the District upon termination of employment. The employee can seek reimbursement for business use for \$20 per two-week pay period.

3. **Employee Provided Phone with District Provided Service:**

As a condition of employment, the employee obtains a reliable wireless phone, but the District provides data service to the phone for business use. The employee must download District approved communications applications for business use and comply with all District use policies. The employee is responsible for ensuring the wireless phone is compatible with the District approved communications applications and is up to date such as to provide adequate security features. Business communication shall only occur via District



approved communication applications. Upon termination of employment, or at any time on request, the employee may be asked to produce the personal device for inspection. All District data on personal devices will either be removed or deactivated by the District upon termination of employment. The employee can seek reimbursement for business use for \$10 per two-week pay period.

The executive director shall determine which positions have a business need for wireless phone or data services and which options for service shall be available to each position.

Any employee who only occasionally requires a wireless device for business purposes is not eligible for a device or reimbursement and should use commonly available District devices. In such circumstances when a phone is not routinely required for normal business functions of the District, as determined by the Executive Director, the employee is responsible for obtaining all wireless phone and data services and, as a condition of employment, the employee shall make the phone number available for calls received from the District.

Non-exempt employees may, when appropriate, be assigned District-owned devices as outlined above. Use of such devices for District business outside of normal working hours should be documented by the employee for any hours worked.

Determination of Business Need for Wireless Phone and Data Service

The Executive Director is responsible for determining which positions require a wireless phone and data service and whether the needs of the District are best served through the allocation of a District-purchased device and data plan or a bi-weekly reimbursement. Eligible positions are generally FLSA-exempt positions or those FLSA non-exempt positions (hourly positions) deemed by the executive director to have a business need for a wireless communication device. When determining the business need for a wireless communication device, the executive director shall examine the following criteria to determine necessity:

1. The employee performs work in multiple locations and/or does not have consistent e-mail, computer, or device access to perform their essential job duties.
2. The employee travels frequently on District business, across a geographic area away from the central office and great amounts of time are spent in a vehicle or in locations without telephone service.
3. There is a need for others to communicate with the employee about District business when the employee is away from the central office.
4. There is a need for the employee to communicate with others regarding District business when the employee is away from the central office.
5. The employee works on-call and is required to respond in a timely manner to phone calls, texts and e-mails.
6. The employee supports or is otherwise responsible for programs, services, or systems that necessitate frequent or immediate communication throughout the day or after-hours.

A wireless device is not to be provided to attract prospective employees, promote the morale or goodwill of an employee, or as a means of providing additional compensation. The designation of a business need for a device for a position is neither permanent nor guaranteed. The District reserves the right to remove a designation from a position for business or performance reasons. The Executive Director's designee shall train employees of their obligations to (1) use their device for appropriately for District business only while scheduled to work and (2) accurately record their hours worked, including use of their device for county business outside of their normal working hours (for FLSA non-exempt employees.) The policy shall be administered in a manner that meets the identified business needs, while minimizing overall costs to the District.

Personal Use of a District Device

If the District provides a wireless device to any employee, the employee's business use of the device will be excluded from his/her gross income as a working condition fringe benefit (a non-taxable business expense), and any personal use will be excluded from gross income as a de minimus fringe benefit. A District-provided device is intended to be used substantially for business purposes with the expectation that personal use, if any, is minimal. Upon termination of employment with the District, the employee must return the District device in good repair.

Security Requirements

To protect the District's confidential business information from being lost, you must immediately report to the Executive Director any device used for District business that is lost, stolen, accessed by unauthorized persons, or otherwise compromised so the District can assess the risk and, if necessary, remotely remove or deactivate all District content or, in the case of district owned devices, remove or deactivate the entire contents of the device, including any incidental personal content, in the District's sole discretion. For employee-owned devices, the District shall remove or deactivate all District content upon termination of employment or at any other time it determines is in the best interest of the District. The District is not responsible for any personal content that may be lost as part of the removal or deactivation of District content from a personal device. You must also promptly provide District with access to the device when requested or required by the District's legitimate business purposes, including in the event of any security incident or investigation.

All District policies, including information technology and communications systems policies as well as policies prohibiting harassment, discrimination, and retaliation, apply to all uses of any device, including an employee provided device, for District business. In addition, you must:

- Install security and/or anti-virus software upon District request and consent to District efforts to manage the device and secure its data;
- Comply with any District device configuration requirements, if any;
- Password protect District applications through the use of strong passwords consistent with current District password policies and procedures; and



- Maintain the device's operating system and keep it current with security patches and updates.

At all times, you must use your best efforts to physically secure the device against loss, theft, damage, or use by persons who have not been authorized to access the device by the District.

Other Fees and Services

The District will not pay for the purchase of personal cell phones, activation fees, or insurance. Because in the case of reimbursement for service the device is owned by the employee, the employee may use the device for both business and personal purposes. The employee may, at his/her own expense, add extra services or features as desired. If there are problems with the service, the employee is expected to work directly with the carrier for resolution. Support from the District's IT support staff is limited to connecting a personally owned device to District provided services such as District approved applications, e-mail, calendars, and contacts.

Records Retention

To ensure compliance with the Sunshine Law and other applicable law, employees are required to do District business using their District e-mail account or District communications applications regardless of whether the device is employee-owned or District-owned. If any personal e-mail accounts or text message chains are used to conduct District business, they could be subject to a public records request and shall be managed accordingly. Conducting District business via personal text messaging, PIN messaging, or instant messaging is prohibited unless done through a District approved application. Certain types of messaging cannot be archived and therefore may not satisfy Sunshine Law requirements for record retention. Personal text messages are not affected by this policy.

Consent to Search

All material, data, communications, and information, including but not limited to email (both outgoing and incoming), telephone conversations and voicemail, text messages, instant messages, received, or transmitted by, printed from, or stored or recorded on the device for District business is the property of the District, regardless of who owns the device(s) used.

You are expressly advised that in order to prevent misuse and ensure compliance with applicable laws, **the District reserves the right to search, monitor, intercept, review, and remotely remove or deactivate all District content or, in the case of District owned devices, remove or deactivate the entire contents of the device**, including any personal content, in the District's sole discretion. For employee-owned devices, the District shall remove or deactivate all District content upon termination of employment at any other time it determines is in the best interest of the District. The District is not responsible for any personal content that may be lost as part of the removal or deactivation of District content from an employee-owned device. You should have **no expectation of privacy whatsoever** in any District content. While



the District will provide advance notice where possible and will take reasonable precautions to avoid the loss of your personal content as a result of removal or deactivation of District content from an employee-owned device, it is your responsibility to regularly back up your personal content so that you do not lose personal information if the device is accessed by the District.

The District reserves the right to search and review the contents of any device used to conduct District business in its sole discretion. In addition to the contents of a District approved communication application, this may also include searching and reviewing personal content to comply with the Missouri Sunshine Law, discovery in litigation, as ordered by a subpoena, as ordered by a court or other authorized governmental entity, or when determined by the District to be necessary.

Violations of Policy

Employees who fail to follow the policies and procedures contained herein may be subject to a change in designation of eligibility to use District devices or a personal device for District business, and violation of the policies and procedures contained herein may result in disciplinary action, up to and including termination of employment.

ACKNOWLEDGMENT

By signing this policy, I understand and consent to District's searching, monitoring, intercepting, reviewing, copying, and disclosing all content, as well as removal or deactivation of District content, on any device used for District business as described in this policy, including any device that I own, which is used for District business. I also agree that the use of any device for District business is at my own risk and the District will not be responsible for any losses, damages, or liability arising out of the use of any device for District business or on behalf of the District under this policy, including any loss, corruption, or use of any content or loss of access to or use of any device, its software, or its functionality.

I, _____ (employee name), acknowledge that on _____ (date), I received and read a copy of the Boone County Regional Sewer District's Phone Device and Data Reimbursement Policy dated _____ and understand that it is my responsibility to be familiar with and abide by its terms. I understand that I am employed at will and that the contents of this policy does not create and contract of employment or otherwise modify my at-will employment status.

Signature

Printed Name

Date