


**ADMINISTRATIVE REGULATION  
CELL PHONE ALLOWANCE**

AR-2017-55  
Eff. Date: Sept 20, 2017  
Supersedes: AR-2015-45  
Date: Sept 25, 2017  
City Manager Approval: J. Ray 

**SECTION 1. PURPOSE AND POLICY**

This Regulation sets for the allowance for City of Aztec employees who are required to use cellular phones while conducting City business. Policies and procedures are established in Section 4.8 of the Personnel Policy.

**SECTION 2. ALLOWANCES**

1. Cell phone allowances are:

- 1) Basic Plan. Allowance (including pre-paid plans) is \$30.00 per month. Employees who qualify are at the discretion and written approval of the Department Head and City Manager.
- 2) Deluxe Plan. Allowance (including pre-paid plans) is \$60.00 per month. Employees who qualify are at the discretion and written approval of the Department Head and City Manager.
- 3) Premium Plan. Allowance (including pre-paid plans) is \$85.00 per month. This plan is specifically for Department Heads and City Commissioners utilizing data plans.

All employees must provide purchase and cost documentation to Finance Department to qualify for any of the plans listed above.

**For Human Resources Use Only**

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H.R. Representative Signature

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Date