



## *Department of Budget & Management*

2818 S. Bus. Hwy. 281 • Edinburg, Texas 78539 • Phone (956) 292-7025 • Fax (956) 292-7035 • [www.co.hidalgo.tx.us/budget](http://www.co.hidalgo.tx.us/budget)

### ***WIRELESS COMMUNICATION SERVICES POLICY Summary Sheet***

#### ***METHODS FOR OBTAINING CELLULAR PHONE SERVICE***

1. Cellular Services Allowance: Personally owned phone managed by the employee with a provided monthly, taxable allowance paid to the employee for business use.
2. County Owned Phone Assigned to Department: Phone and service owned by Hidalgo County and managed by the department used exclusively for County business.

#### ***QUALIFICATIONS FOR MONTHLY ALLOWANCE***

1. Must be requested by the Official/Department Head; and
2. The anticipated level of business use is significant (over 400 minutes of cellular phone use); and
3. The related cost is justified when compared with alternative communication choices; and
4. The nature of this employee's work is critical to the operation of the County and needs to be immediately accessed outside of normal business hours (8:00am – 5:00pm); and
5. The employee's job requires that they work regularly in the field and needs to be immediately accessed; or
6. This employee's assigned work requires substantial travel and needs to be accessible or have access to information technology systems while traveling.

#### ***LEVELS OF MONTHLY ALLOWANCE***

1. \$40 Monthly Allowance: Employees whose job requires them to be accessible during regular working hours and also after normal business hours.
2. \$75 Monthly Allowance: Employees who are required to be on call 24/7 and require a substantial number on minutes as determined by the Commissioners' Court.