

POLICY NUMBER:

APM-3-01

DATE:

3-27-2018

ISSUED BY:

Emilio T. Gonzalez
City Manager/Designee


SIGNATURE

**CITY OF
MIAMI**



**ADMINISTRATIVE
POLICY**

REVISIONS

**REVISED
SECTION**

Created
Revised
Revised
Revised

**DATE OF
REVISION**

11/01/01
09/2010
11/08/16
03/22/18

SUBJECT: Cellular Telephone and Automobile Allowances

Purpose

To establish a policy regarding the use of City issued cellular telephones and the assignment of cellular telephone and automobile allowances.

This policy applies to all employees unless otherwise provided for in a collective bargaining agreement.

Effective this date, the Administrative Policy supersedes all previous directives on this subject.

**City Issued
Cellular
Telephones**

Unless otherwise provided for in a collective bargaining agreement, assignment of cellular telephones shall be in the sole discretion of the City Manager/designee and in accordance with the needs of City employment. Employees assigned cellular telephones shall not receive any other stipend.

City issued cellular telephones are intended for communication involving official City business and are not for personal use. Cellular telephones should be used when they constitute the most cost effective and practical means of communication. The duration of calls shall be limited to the length of time necessary to efficiently conclude the business under discussion.

In the event personal calls are made with City issued cellular telephones, the employee shall reimburse the City for the charges incurred within thirty days of receipt of the call detail report. A copy of the call detail report with notations identifying personal calls, signed and dated by the employee, must be returned to the Department of Information Technology. Regardless of reimbursement,

the employee is subject to discipline up to, and including, termination for placing non-business related telephone calls.

Allowances

The City Manager/designee has the sole discretion to grant an employee a cellular telephone allowance and/or an automobile allowance.

An automobile allowance is defined as an employee's compensation for use of their own personal vehicle and for the payment of any parking facility fees and tolls while on City business. Any employee receiving an automobile allowance shall not be eligible for automobile reimbursement including parking and tolls, unless the employee is traveling outside the tri-county area, (Miami-Dade County, Broward County, Palm Beach County) to attend a non-professional development conference, meeting, or other related City business. However, an employee receiving an automobile allowance traveling outside the tri-county area for continuing professional education necessary to maintain the employee's certification required by the employee's classification shall be eligible for reimbursement consistent with APM 1-77: Travel on City Business.

Any variation of the below allowances for specific executive level positions shall be at the discretion of the City Manager. Elected Officials shall also have discretion to grant an automobile allowance and/or cellular telephone allowance to their respective staff within their budgetary constraints.

Classification	Auto Allowance \$	Cell Allowance \$
Elected Officials	900	300
Constitutional Officers (Commissioners)	Amount Determined by Resolution	Amount Determined by Resolution
ACMs	600	200
Directors	500	100
Deputy/Assistant Directors	300	100
Other Executives	300	100
Other City Staff	200	50
Police/Fire - Executives	-	100
Police - Civil Service Ranks	-	75
AFSCME 1907 General Employees	-	50

**APM 1-98
Applicable**

Employees issued cellular telephones shall, in addition to the provisions contained herein, adhere to the rules and regulations established in APM 1-98: Use of the City's Communication Information Systems and other applicable administrative policies.