

MADISON COUNTY CELL TELEPHONE REPLACEMENT POLICY

Madison County provides cell telephones to employees and elected officials who as part of their jobs need to be able to communicate with other persons via voice, email, and/or text when away from their office phones. Employees and elected officials using county property, including cell phones, have a responsibility to use reasonable care to not break or lose said equipment.

Madison County's cellular contract with C-Spire provides each employee assigned a cell phone with one free replacement/upgrade phone after every two years of service. The C-Spire contract also provides warranty coverage for manufacturer defects. If an employee breaks a cell phone that is less than two years old, the county is charged for a replacement phone on a pro rata basis (the two-year period is prorated monthly).

The county understands that accidents happen; therefore, any employee or elected official breaking one cell phone within the initial two year period will have said phone replaced at no charge. Any employee or elected official who breaks any additional cell phones during the two-year period shall be personally responsible for the replacement cost of said replacement phones. This policy only applies to users under the County's cell phone contract with C-Spire and does not apply to the Sheriff's Department's contract with AT&T.

Approved by the Madison County Board of Supervisors on this the _____ day of December 2016.

Trey Baxter, President

(ATTEST)

Ronnie Lott, Chancery Clerk