

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
 Resolution No. 12-02-12
 February 22, 2012

ADOPTION OF CELLULAR PHONE USAGE POLICY

WHEREAS, the St. Lawrence County Industrial Development Agency (the “Agency”) has had in place since 2005 a policy outlining the usage of Agency cellular phones, and

WHEREAS, Agency policies, standards and procedures undergo periodic review by the Agency’s Governance Committee, and

WHEREAS, the Agency’s Governance Committee, having reviewed the Cellular Phone Usage Policy, including staff-recommended revisions, recommends acceptance by the Agency Board,

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence County Industrial Development Agency does hereby authorize revisions to the Agency’s Cellular Phone Usage Policy, as attached.

Move:	Peck			
Second:	LaBaff			
VOTE	AYE	NAY	ABSTAIN	ABSENT
Blevins	X			
Hall	X			
LaBaff	X			
McMahon	X			
Peck	X			
Staples	X			
Weekes	X			

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

/s/

Natalie A. Sweatland
 February 22, 2012

ST. LAWRENCE CO. INDUSTRIAL DEVELOPMENT AGENCY
CELLULAR PHONE USAGE POLICY
Reviewed 01/26/2012 / Approved 02/22/2012

This document outlines the cellular phone usage policy set forth by the St. Lawrence County Industrial Development Agency and pertains to any cellular phones registered to the St. Lawrence County Industrial Development Agency.

- I. The Chief Executive Officer, Deputy Chief Executive Officer, Business Development Specialists and Facilities Manager have a cellular phone assigned to them for the purpose of accessibility for business-related reasons.
- II. SLCIDA's cellular phone plan will provide the staff person with minutes/time sufficient to conduct business-related activities.
- III. ~~It is understood that it is not reasonable to ask the staff person to carry separate cellular phones for business and personal use. For this reason, the staff person will be allowed to make and receive personal calls on the SLCIDA's cellular phone.~~ In the event that the minutes/time used exceed SLCIDA's cellular phone plan, the staff person will reimburse SLCIDA for any personal minutes/time used above the allowable minutes. The reimbursement rate will be the same as charged by the cellular phone company.
- IV. Employees will be asked to review and sign a copy of this policy annually. The signed document will be placed in the employee's personnel file.

My signature below indicates that I have reviewed and will abide by the "St. Lawrence Co. Industrial Development Agency's Cellular Phone Usage Policy" related to SLCIDA-registered cellular phones.

Employee Signature and Date

Employer Signature and Date

Patrick J. Kelly
Chief Executive Officer