

EXHIBIT A

SHORT TERM TELEPHONE REIMBURSEMENT PROCESS**Purpose**

The purpose of this process is to provide City employees, who do not have pending cellular telephone and long distance disciplinary matters as of May 21, 1997, the opportunity to reimburse the City for all past personal use of City cellular and long distance telephone services

Coverage

This process applies equally to all current City employees

Process

- 1 Individual bureaus will make available to its employees records of cellular and long distance calls for the employees to identify their personal calls back to May 1, 1995
- 2 Bureaus which do not have copies of the telephone records must request such records from the Bureau of General Services which will provide such records. The Bureau of General Services will charge for copying and all administrative costs associated with producing the records
- 3 Employees will be responsible for identifying to the bureau all personal cellular and long distance calls that they made for personal reasons
- 4 Employees will be responsible for reimbursing the City for the cost of all personal calls that they have not already reimbursed the City. Checks shall be made payable to the City of Portland within two weeks of the date the bureau provides the employee with the telephone records
- 5 The reimbursement amount for cellular calls and long distance calls will be at a rate of cost plus 3%
- 6 Any City employee who accurately and completely complies with these procedures will not be subject to further investigation or discipline regarding cost of the personal use of a cellular telephone or long distance calls
- 7 Bureaus will conduct follow up reviews as they see fit to guarantee that employees are accurately reimbursing the City for the costs of personal calls

SUBSTITUTE

35607

RESOLUTION No.

As Amended

Approve a process to provide city employees the opportunity to reimburse the City for all personal use of City cellular telephones and long distance land line services back to May 1, 1995 (Resolution)

WHEREAS, issues regarding the use and possible abuse of both City cellular telephones and regular land line telephones have been identified by several bureaus in the City

WHEREAS, the number of employees involved in the possible misuse of cellular telephones and regular land lines for personal reasons make normal investigatory and disciplinary procedures impractical

WHEREAS, the City has an interest in correcting future behavior so that cellular and land line telephones are not misused in the future

WHEREAS, the City has an interest in recovering any public funds spent for private use of cellular telephones or long distance

NOW THEREFORE BE IT RESOLVED that the Council will adopt the attached Short term Telephone Reimbursement Process, Exhibit A, to collect reimbursement from employees who used cellular and long distance land line telephones for personal use, said process to be in effect May 21, 1997

Adopted by the Council, **MAY 07 1997**

BARBARA CLARK
Auditor of the City of Portland

Mayor Vera Katz
May 6, 1997

By *Britta Olson*
Deputy

5-644

Agenda No

SUBSTITUTE

RESOLUTION NO

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Title

Approve a process to provide city employees the opportunity to reimburse the City for all personal use of City cellular telephones and long distance land line services back to May 1, 1995 (Resolution)

INTRODUCED BY	Filed MAY 07 1997
Mayor Vera Katz	<div style="text-align: center;">Barbara Clark Auditor of the City of Portland</div> By <u>Britta Olson</u> Deputy
NOTED BY COMMISSIONER	
Affairs	
Finance and Administration <i>vk</i>	
Safety	
Utilities	
Works	
BUREAU APPROVAL	
Bureau Personnel Services	
Prepared for Mayor Katz By Betsy Ames Dated 5/7/97	
Budget Impact Review	For Meeting of _____ ACTION TAKEN
___ Completed ___ Not Required	
Bureau Head Mayor Katz	

AGENDA		FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS		
				YEAS	NAYS
Consent	Regular X	Francesconi	Francesconi	✓	
NOTED BY		Hales	Hales	✓	
City Attorney	<i>JRL</i>	Kafoury	Kafoury	✓	
City Auditor		Sten	Sten	✓	
City Engineer		Katz	Katz	✓	