

## SECTION XX - MISCELLANEOUS

- A. Supplies, Tools, Equipment, and Vehicles: All employees are charged with the responsibility of maintaining the county's property in the best possible condition and making the most economical use of supplies issued to them.
- B. Telephone Use (personal): Personal long distance/toll calls will not be charged to the county at any time. Emergency personal toll calls will be placed collect to the receiving number or charged to the employee's private home number.
- C. Use of County Property or Facilities: Contractors and developers will not be supported by the use of county equipment or property at any time or by work performed by employees nor shall purchases be made through the county for personal use by any employee, except where otherwise provided for under special agreements or contracts or by a decision of the Board of County Commissioners.
- D. Uniform & Equipment Allowance: Offices desiring to utilize allowances for uniform purchase and maintenance or for non-issued equipment must do so through the budget process to assure availability of funds. Such allowances shall apply to entire job classifications.
- E. Cell Phone Allowance: Millard County shall not provide county cell phones. An employee required by his/her elected official to use a cell phone must purchase the cell phone. The county will provide a cell phone allowance to those employees subject to Millard County's Employee Cellular Phone Agreement, a copy of which is attached hereto and incorporated herein by reference. The amount of the allowance shall be set by the County Commission subject to the following guidelines:
- \$40.00 per month for a basic plan requiring minimal usage.
  - \$60.00 per month for a plan including text messaging or additional minutes.
  - \$80.00 per month for a plan including text messaging and e-mail and/or internet capability.
  - \$120.00 per month for a plan for elected officials, or those designated by the County Commission, who require additional minutes or services.
- F. Gratuities: No county employee shall solicit or accept any reward for the performance of duties other than salary, incentives, bonus, or recognition provided directly by the county.
- G. Volunteers: Before a volunteer can donate service to the County, the volunteer and the service must be approved by both the Commission (or a

Commission Representative) and the Human Resources Department.