



Office of the Mayor
City of Columbus
Ohio

EXECUTIVE ORDER

2012-01

Michael B. Coleman, Mayor

February 16, 2012

WHEREAS, the City of Columbus provides electronic devices to certain employees for whom the device will enhance, increase the safety, and/or improve the efficiency of their work; and

WHEREAS, the following order covers only those employees under the purview of the Mayor though the Mayor's Office strongly encourages all city offices to adopt the provisions of this order; and

WHEREAS, an opinion provided to City Auditor Hugh J. Dorrian from tax counsel in a February 2, 2012 memorandum, in part states, "...the personal use of [electronic] devices, if provided primarily for noncompensatory business purposes, will not result in reportable, taxable income to employees."

WHEREAS, the opinion also states that "...in order to exclude both the value of the business use and the value of the personal use of an employer provided cell phone, the City should:

- only provides cell phones, smart phones or [tablet computers] to employees if there is a substantial business purpose, and
- establish guidelines for managers/department heads to approve provision of a cell phone, smart phone or [tablet computer] consistent with the business purpose."

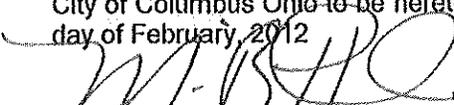
NOW, THEREFORE, I, Michael B. Coleman, Mayor of the City of Columbus, declare and institute this Executive Order authorizing departments to provide electronic devices, such as cellular telephones, smart phones or tablet computers, to select City employees when there is a "substantial business purpose" to include but not be limited to the following:

- The need for telephonic or email communication away from the regular worksite;
- The need for telephonic or email communication outside of regular work hours;
- The need for the employee to conduct work-related research while away from the regular work site or outside of business hours;
- The need for the supervisor and/or manager to contact the employee at all times for work-related emergencies; and/or
- The protection of public health and/or safety.

Additionally, appointing authorities shall acknowledge which of their employees have been assigned an electronic device for business purposes by signing the attached form. This form shall also be signed by the employee to whom the electronic device is assigned. An original copy of said form shall be kept in the departmental human resources file.

This order shall be in full force and effect after my signature is affixed to this document.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the Mayor of the City of Columbus Ohio to be hereto affixed this 16th day of February, 2012



Michael B. Coleman
Mayor



City of Columbus
Department of Human Resources
90 West Broad Street, Room 311
Columbus, Ohio 43215

Electronic Device Approval Form

Employee Name: _____

Classification: _____

Department: _____

Division: _____

Device Type: Cell Phone SMART Phone Tablet Computer Other: _____

Device Name: _____

Model Number: _____

By signing below, I authorize the aforementioned employee be assigned an electronic device as listed above, for one or all of the reasons listed below as per the Executive Order #2012-01 dated February 16, 2012:

- The need for telephonic or email communication away from the regular worksite;
- The need for telephonic or email communication outside of regular work hours;
- The need for the employee to conduct work-related research while away from the regular work site or outside of business hours;
- The need for the supervisor and/or manager to contact the employee at all times for work-related emergencies; and/or
- The protection of public health and/or safety.

Appointing Authority Signature: _____ Date: _____

By signing below, I acknowledge that I have read and understand Executive Order #2012-01 dated February 16, 2012 regarding the issuance and use of electronic devices.

Employee Signature: _____ Date: _____