

### Data Plans (iPads) and Cell Phones

Any charges resulting from personal use that exceed the monthly plan of County Board owned iPads (data plan) or County Board cell phone shall be reimbursed to the County. If the personal usage exceeds the plan amount, the employee will be responsible for any amount that exceeds the monthly set rate amount. The employee's supervisor shall ensure that the monthly Billing Statement is submitted for payment immediately upon being received. Madison County will not be responsible for paying interest or late payment charges due to late submission of the statement.

Reimbursement of charges will be paid by the 25<sup>th</sup> of the month following the statement date. Charges that are incurred by employees that have resigned or retired will be deducted from their final paycheck.

Board Approved: October 19, 2017