



**COUNTY EMPLOYEE CELL PHONE STIPEND APPLICATION**

Date: 03/05/2024

Department: Parks Department

Employee ID \_\_\_\_\_

Position # and Title #0796 – Office & Operations Manager

Type of Service Requested (check one):  \$20/month – voice service only  
 \$40/month – voice and data  
 \$70/month – Department Heads/Assistants with Data

Justification: The role of Office & Operation Manager often requires mobile data usage to monitor and execute Park administrative responsibilities such as read and respond to inquiry emails, social media communications, Web site updates, and 24/7 Park staff support for online reservation system, Rectrac/Webtrac. This role also supports staff at 5 Brazoria County Parks and Maintenance Supervisor with emergency administrative/purchasing needs on weekends and after hours. For years, this position has required frequent work-related data consumption in the evenings and on weekends, which is when Parks and beaches are the busiest, and it is an important operations support function that this position continue to perform these duties.

Check one:  I have/will be turning in my county issued cell phone to IS. Date turned in: \_\_\_\_\_  
 I have/will be having the county cell phone issued to me and will obtain service through a phone provider of my choosing. Date issued \_\_\_\_\_  
 I currently do not have a county issued cell phone and am requesting a stipend.

I have read, understand and have received a copy of the Brazoria County Cell Phone Policy Changes, which was approved by Commissioners’ Court on November 12, 2014. Furthermore, I understand that the above stated amount will be received by me through payroll once all necessary approval is granted.

\_\_\_\_\_  
Employee’s Signature

Approved:  Yes or  No \_\_\_\_\_  
Department Head’s Signature/ Commissioners’ Court Liaison

Yes or  No Kaysi Smart  
Auditor’s Office Signature

Yes or  No [Signature]  
Human Resources Office Signature

Court Order request sent to County Judge’s office for Commissioners’ Court approval: \_\_\_\_\_