

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 78  
(Amended October 2, 2013)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff & Court Analysts
All Judges	Central Services Manager
Area Court Administrators	Judicial Services
Clerk of the Appellate Courts	APD Warrants
Rural Court Training Assistants	
All Clerks of Court	
All Magistrates	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: Cell Phone Policy – Allowance for Employee-Owned Electronic Communications Device

The Alaska Court System will approve an allowance for a cell phone or a personal digital assistant (PDA) when such equipment facilitates or is required for the performance of an employee's job duties and where clear business justifications warrant the use of such equipment.

Requests for cell phone allowances must be submitted to the employee's supervisor. If the supervisor concurs with the request, a brief written explanation supporting the recommendation should be forwarded to the administrative director. The justification should address whether any of the following criteria is applicable:

- A substantial portion of the employee's work is in the field or outside of the office on a regular basis, and there is a requirement that the employee be in regular contact with the office;
- The employee is "on-call" outside of regular work hours;
- The employee is a critical decision maker.

In direct application of the "critical decision maker" criteria coupled with the need for accessibility after regular work hours, the following positions have a standing approval to receive an allowance for a cell phone or a PDA:

Chief Justice  
Justice  
Administrative Director

Deputy Administrative Director  
Presiding Judge  
Clerk of the Appellate Courts  
Area Court Administrator  
Facilities Manager  
Asst. Facilities Manager  
Chief Technology Officer  
Network Manager

When a request for allowance is approved, the employee will receive an allowance designed to meet the employee's expected business usage needs. Allowances are treated as taxable compensation and are paid through the court system's payroll processes.

The court system is using the allowance form available through the State of Alaska. The application and online interactive form is available at the following website:

[http://doa.alaska.gov/dof/forms/resource/EComm\\_Allow\\_Form.pdf](http://doa.alaska.gov/dof/forms/resource/EComm_Allow_Form.pdf)

Dated: October 2, 2013

/S/  
Christine E. Johnson  
Administrative Director

cc: Human Resources Department  
Payroll Processing

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