



BOARD POLICY ON CELL PHONE STIPEND

Policy

Employees whose job duties include the frequent need for a cell phone may receive extra compensation, in the form of a cell phone stipend, to cover business-related costs on their personal cell phone. No further reimbursement for cell phone costs is available to employees who receive a stipend. As a general rule, cell phones should not be selected as an alternative to other means of communication -- e.g., landlines, pagers, and radio phones -- when such alternatives would provide adequate but less costly service to the Academy.

Cell Phone Stipend

Eligibility: Employees eligible for a cell phone stipend generally include administration, department heads, supervisors, and full-time employees whose job duties regularly require emergency call back, irregular work hours or other job related factors that require the employee to routinely utilize a cell phone to enhance their ability to perform their job duties.

Stipend Amount: The standard monthly cell phone stipend amount shall be \$35.00. However, based upon the recommendation of a principal, director or manager, and with approval of the superintendent, or designee, a monthly stipend of \$70 may be provided to any employee whose necessary business use of a cell phone is justified.

Stipend Payment: The approved cell phone stipend will be paid monthly on the first paycheck received in that month and will be subject to all applicable payroll taxes. This stipend does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to salary increases, promotions, etc.

Employee Responsibilities

The employee must retain an active cell phone contract as long as a cell phone stipend is in place. The employee must provide their supervisor with their current cell phone

number and immediately notify all parties if the number changes. The employee taking part in this program is expected to carry the cell phone on their person both on and off duty and respond when called for academy business. Employees may choose the cellular service provider and plan design of their choice.

The stipend provided is treated as taxable income; the employee may use the phone for both business and personal purposes, as needed. The school reserves the right to terminate this agreement for any reason. If, prior to the end of the cell phone contract, a personal decision by the employee, or employee misconduct, or misuse of the phone, results in the cell phone stipend being discontinued or the need to end or change the cell phone contract, the employee will bear the cost of any fees associated with that change or cancellation. For example, if an employee resigns, and no longer wants to retain the current cell phone contract for personal purposes, any cancellation charges will be the employee's responsibility.



Employee Cell Phone Agreement

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By signing below, the employee acknowledges and agrees to be bound by the terms and conditions set forth in the *Board Policy on Cell Phone Stipend*.

Employee Name: _____

Signature: _____ Date: _____

Cell phone number: _____

Approval Signature: _____

Date: _____

Date Stipend Entered into Payroll: _____

Stipend Amount: \$ _____