



POLICY # 3417 Cell Phone Stipend Policy

EFFECTIVE DATE 9/26/24

VERSION # 1

DATE OF LAST REVISION 9/12/24

NEXT REVIEW DATE 01/01/29

APPLIES TO

Division Districtwide
Sub-Division Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	12/15/22	New policy due to implementation of District's phone software, Ring Central	Michelle Niven
2	9/12/24	Updating policy to reflect two options for a cellphone stipend.	Holli Drobny

RATIONALE

Employees who hold positions that include the need for a cell phone (see eligibility criteria below) may receive a cell phone stipend to compensate for business-related costs incurred when using their owned cell phones. The District will not own cell phones for the use of individual employees except in limited situations that require specific equipment or similar technology to perform District functions (e.g. public safety, etc.).

PROCEDURE

Eligibility

Employees whose job duties include the frequent need for a cell phone may receive extra compensation in the form of a monthly cell phone stipend, to cover business-related costs. An employee is eligible for a stipend if at least one of the following criteria is met:

- The job function of the employee requires considerable time outside of their assigned office or work area and it is important to the District that they are accessible during those times;
- The job function of the employee requires them to be accessible outside of scheduled or normal working hours;
- The employee is designated as a "first responder" to emergencies for the District.

Stipend Plan

The stipend will be paid as a flat rate of either \$50 or \$20 per month on the employee's paycheck, depending on their job duties and/or functions. Per IRS guidelines, this is a non-taxable fringe benefit. The stipend allowance is neither permanent nor guaranteed. The District reserves the right to remove a participant from this plan and/or cancel the plan if there is a change to job duties that do not meet the eligibility requirements listed above. The first stipend payment will be paid on the first payroll of the next corresponding month.

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Oversight

Department heads and/or supervisors are responsible for identifying employees who hold positions that include the need for a cell phone stipend. This information will be communicated to HR. The need for a cell phone stipend should be reviewed annually to determine if existing cell phone stipends should be continued as-is, changed, or discontinued.

Employee Rights & Responsibilities

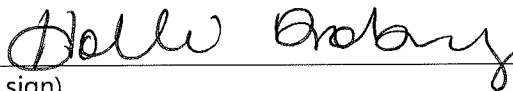
The employee is responsible for purchasing a cell phone and establishing a service contract with the cell phone service provider of their choice. The cell phone contract is in the name of the employee, who is solely responsible for all payments to the service provider. If the employee terminates their wireless contract at any point, they must notify their supervisor within 5 business days to terminate the stipend.

Cell phones covered by this policy are used in part to conduct District business and/or to create, receive, send, or store District data and/or other records pertaining to the District. As a result, information contained on devices covered by this policy is also subject to the District's records retention requirements,

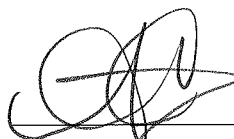
An employee receiving a District cell phone stipend must comply with Federal, State, and District requirements, and assist the District in providing access to information about or contained on the cell phone covered by this policy in response to requests for such data or information by third parties as required by Federal and/or State law.

Authority: Board of Directors

Holli Drobny
Author (print and sign)



10/10/24
Date



Annabel Grimm
General Manager

10/10/2024
Date

Approved by the Board of Directors on: **September 26, 2024**