

Cutten Elementary School District

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Personnel

AG 4040.1

Monthly Communication Allowance for Business Use of Personal Cellular Telephone/Mobile Communication Device

The Cutten Elementary School District provides for cell phone usage by employees who are required to use a cell phone in the course of their employment or need to have access to a cell phone for safety reasons.

Effective May 1, 2016, an approved employee may receive a reimbursement stipend for business use of an employee-owned cellular telephone/mobile communication device service. If a stipend is accepted by the employee, the cell phone number shall be listed in the office directory along with any applicable land line contact number.

In general, criteria for determining whether an employee qualifies for a monthly reimbursement stipend include that the employee is required to be in regular contact or safety contact with the Cutten Elementary School District clients/partners/consultants and:

- The employee serves in a position that has 24 hour / 7 day per week emergency response as a principal function; or
- The employee is frequently out of the office in the conduct of business and the office has need to be in routine contact with the employee.

The basic monthly stipend shall be set annually by the Superintendent after taking into account typical employee business-related use and the service plans available through local providers. An employee may request an adjustment to the basic stipend when he/she can substantiate that a higher stipend is warranted due to the employee's position regularly requiring business use of a cellular phone/device for more minutes than would be reimbursed by the monthly stipend. Prior approval by the employee's supervisor and the Superintendent is required prior to making a stipend adjustment. In general, stipend adjustments shall be limited to once a year. Requests for higher stipends to cover increased minute usage shall be approved based on Cutten Elementary School District business-related need. An employee's preference to use a cellular telephone over a wired telephone when one is available, or the employee's personal, non-business use of the cellular telephone, shall not be considered valid reasons for increasing a stipend above the basic monthly stipend level.

Approved: April 18 2016