

General Personnel

5.62

5:62 Cell Phone Stipend Policy

Policy

Generally speaking, the District provides employees with all the resources and equipment needed to perform the job such that employees are not required to incur any necessary and reasonable expenses. That includes the provision of telephones, computers, office space, and other resources. The District recognizes that certain positions may require an employee to be accessible outside of school/business hours and that such occasions may require a limited business use of personal cell phone devices. To address that limited business use, eligible employees as set forth below may receive a stipend to reimburse the eligible employee for the costs associated with business-related use of his/her personal cell phone. The stipend will be considered a non-taxable fringe benefit to the employee. The District reserves the right to review, modify and/or discontinue this policy, including any amount to be paid for the stipend and reimbursement on an annual basis.

Scope

Employee's eligible for receipt of the stipend under this policy is limited to:

- District administrator/supervisor whose job duties routinely require access and communication with District staff outside of normal business hours and on weekends, as determined by the District;
- District administrator/supervisor whose job function 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;
- District administrator/supervisor whose job function requires them to be accessible outside of scheduled or normal work hours;
- The employee is unaffiliated and formally designated by the District as a "first responder" to emergencies on campus;
- The employee is a supervisor and manages staff who have an established need to communicate with the supervisor outside of normal work hours and/or via the supervisor's personal device;
- Where a District employee may be eligible for the stipend under this policy but is subject to a written contract which dictates the terms of reimbursement for expenses, the employee's contract will control, and the employee will not be eligible for payment under this policy.

General Procedure

1. Eligible employees must submit a Cell Phone Stipend Agreement form to Human Resources.
2. The district reserves the right to revise or cancel the plan at its sole discretion and according to the law. The stipend does not constitute an increase to base pay, and will not be included in the Cell Phone Stipend Policy calculation of percentage increase to base pay due to annual raises, job upgrades, bonuses, benefits based on a percentage of salary, etc.
3. Human Resources is responsible for identifying employees who meet the eligibility requirements described above.
4. This policy does not require any eligible employee to purchase or contract for a personal mobile device. This policy simply looks to address a cost the employee may incur for the limited business use of his or her personal device. The District is not responsible for the cost of an employee's device, establishing, or entering into a service contract for an employee's personal mobile device. The employee is solely

Commented [1]: It looks good. The language addresses who is eligible and gives the option of receiving a stipend or a cell phone. Thanks!

responsible for all contractual obligations, including payments, to the service provider. Harlem School District #122 does not accept any liability for claims, charges, or disputes between the service provider and the employee. Use of the phone in violation of local, state, or federal laws will constitute misuse and will result in immediate termination of the cell phone stipend.

5. The employee is responsible for attesting to related necessary business use. The employee must have available and present, upon request, any monthly billing statements for the purpose of the District or the Internal Revenue Service.
6. In certain circumstances, the district may own and retain a limited number of cell phones for an emergency, disaster recovery, and/or other business purposes. Requests for district-owned cell phones must be approved by a District-level cabinet member and the superintendent. Employee use of this limited pool of district-owned cell phones is restricted to official district business only. An employee who is approved for and provided with a District cell phone is not eligible for any stipend or reimbursement under this policy.
7. Stipend agreement will immediately be canceled when an employee receiving a cell phone stipend terminates employment with the district. Also, the stipend will be canceled if an employee changes positions within the district that does not qualify for the stipend.

Approved: