

Number: **BP 009**

Authority: Board of Directors
Effective: December 3, 2009
Revised: February 1, 2024
Reviewed: January 11, 2024
Initiating Dept./Div.: Administration



BOARD POLICY

CELL PHONE REIMBURSEMENT POLICY

PURPOSE

To establish a cell phone policy to reimburse Unrepresented Employees and members of the Management Group for the use of their personal cell phone to conduct District business, with the goal of providing an efficient method of enhancing District communications and improving productivity, and to facilitate the establishment and maintenance of a key component of the District communications network in the event of an emergency.

POLICY

1. All unrepresented employees and members of the Management Group will be eligible for cell phone stipends and reimbursement in accordance with the terms of the Unrepresented Resolution and the Management MOU in effect at the time.
2. If the employee wishes to purchase a smart phone), they will be reimbursed half the cost of the purchase price of the phone up to a maximum of \$150.

The employee must submit an expense reimbursement request via Oracle with a copy of the receipt for the purchase of the phone.

Employees may purchase new phones not more frequently than every two years and receive half the purchase price up to a maximum of \$150. If, in the interim, the phone is lost or damaged, the employee is fully responsible for its replacement.

3. Employees will also be eligible for a stipend of up to a maximum of 100 dollars for the monthly service fee for the phone. The employee must submit a copy of their billing statement to payroll to begin receiving the stipend. The stipend is considered taxable income and will be taxed pursuant to IRS regulations.

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4. The employee is responsible for the cost of any technical support on the cell phone.
5. The employee must notify the District immediately if the service agreement is terminated and/or the phone is no longer being utilized for District business.
6. The employee must secure all access to any District information (email, text messages, etc.) in case of the phone being lost or stolen.
7. Additional long-distance business-related calls will be reimbursed through petty cash.