

Cell Phone Stipend

Section 1 - Introduction

Glenbrook High School District 225 recognizes that the performance of certain job responsibilities requires the use of a cell phone, including being available at all times for work-related emergencies and accessible for work-related purposes outside of normal business hours. Employees who hold positions that require a cell phone may receive a Monthly Stipend to compensate for the use of their personal cell phone for business purposes. As a matter of policy, the District does not own cell phones for use by individual employees.

Section 2 - Eligibility Requirements

Employees whose job duties require a cell phone may receive a Monthly Stipend to cover business-related costs. The superintendent will determine positions eligible for a Monthly Stipend, which may include:

- Licensed administrators;
- Non-licensed administrators;
- Educational support personnel whose positions are required to be on-call; and
- Other positions as approved by the Superintendent.

A list of positions recommended to receive a Monthly Stipend will be presented to the Board of Education for approval.

Section 3 - Monthly Stipend

Eligible employees, as identified in Section 2, will receive a Monthly Stipend to be paid to the employee through the regular payroll process. All Monthly Stipends will be divided over the number of paychecks the employee receives during the month.

Per IRS guidance, the stipend provided for non-compensatory business purposes as described in Section 1 will be treated as a nontaxable benefit. The amount of the Monthly Stipend will be set on an annual basis by the superintendent or designee and will be included as a line item within the school district's budget. The amount of this stipend shall provide for voice and data service and the purchase and maintenance of a cell phone.

Section 4 - Employee Responsibilities

Employees receiving a Monthly Stipend are responsible for purchasing a cell phone and establishing a service contract with the service provider of his/her choice. The selected service provider must provide effective voice and data service throughout the district.

Upon establishing a cell phone account, the employee will make his/her phone number known to the district administration and appropriate school/department staff. The employee will also carry their phone during work hours and use it as necessary to conduct school business during their work hours.

The employee may use the phone for business and personal purposes, as needed. At his/her own expense, the employee may add extra services or equipment features as desired. If there are problems with service, the employee is expected to work directly with the carrier for resolution.

The District does not accept liability for claims, charges, or disputes between the service provider and the employee.

Section 5 - Monthly Stipend Cancellation

The Monthly Stipend is neither permanent nor guaranteed. The school district reserves the right to cancel the Monthly Stipend at any time for one or more employees.

Any Monthly Stipend will be canceled or suspended if the employee:

- Terminates employment with the District;
- Takes a leave of absence for one or more months;
- Changes position within the District to one that no longer requires the use of a cell phone for business reasons, as determined by the superintendent.

Approved: June 27, 2022