

## **CELL PHONE STIPEND PROCEDURES**

A monthly cell phone stipend will be authorized for staff whose job requires them to have a cell phone to meet their job responsibilities. Staff will be afforded the opportunity to accept or decline this stipend and the associated terms annually.

The following guidelines will be used to determine the approval of a cell phone stipend.

1. Employee is an Administrator.
2. Employee supervises staff.
3. Administrator/Supervisor has determined the need for employee to have a cell phone to perform the duties of their job.
4. The Business Manager will initiate a Payroll Authorization Form or submit a list approved & signed by the Superintendent listing the employee's name, job title, stipend amount, and effective date of stipend.
5. Stipend Amounts:
  - a) \$25.00 a month
  - b) \$50.00 a month
  - c) \$75.00 a month
  - d) \$100.00 a month
  - e) \$125.00 month
6. The Business Manager will maintain a current list of employees authorized to receive a cell phone stipend; this list will include the employee's current job title, the name and job title of the individual authorizing the stipend, and the amount of the stipend.
7. The cell phone stipend list will be reviewed by the Superintendent annually during the budget process.