

EMPLOYEE USE OF CELLULAR PHONES AND OTHER MOBILE COMMUNICATIONS DEVICES**Monthly Communication Allowance for Business Use of Personal Cellular Telephone/Mobile Communication Device**

The Humboldt County Office of Education 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. Employees may be provided either a monthly stipend toward their personal cell phone plan (to offset the portion used for business) or be provided access to a pay-per-minute phone on an as-needed basis.

Effective July 1, 2011, 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.

For those employees who do not need the use of a cell phone on a daily basis, but may on occasion travel out of the office in the course of business, the Humboldt County Office of Education has pay-per-minute phones available for check out. This is to ensure that a traveling employee has the ability to seek help in the event of an emergency. Please see your immediate supervisor if you need to check out a pay-per-minute phone for temporary use.

In general, criteria for determining whether an employee qualifies for a monthly reimbursement stipend, or the temporary use of a pay-per-minute cell phone, include that the employee is required to be in regular contact or safety contact with Office of Education staff or Office of Education 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 assigned to job sites where wired telephones are not available to the employee such as on ROP home construction sites or when services are restricted in private homes; 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 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 Office of Education 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.