

CELL PHONE STIPEND FORM

In accordance with Policy 802.6: Employee Use of Cell Phones, a monthly stipend will be included through payroll to partially reimburse the business cost of the employee owned cell phone.

A department cell phone administrator will determine the employees approved to receive a cell phone stipend. Stipend will become effective as employee provides their cell phone number to the department cell phone administrator. Stipends will be paid on a 12-month basis and ending dates will be in accordance with employment contract.

Changes in Cell Phone numbers need to be communicated to department cell phone Administrator. If district is unable to contact employee through the listed Cell Phone number, the stipend will be suspended.

\$25/month Stipend for Basic phone

\$75/month Stipend for Smart phone

Employee Name

Position

Cell Phone Number

Kept District Number
 Have New Number

Note: Forward to Cell Phone Administrator

For Office Use Only:	
_____ Dept. Cell Phone Administrator Signature (Mohorne, O'Brien, Metcalf)	_____ Date
_____ CFO Signature	_____ Date
Payroll Department stipend starting date _____	
Changes to Cell Number: _____	

Adopted: 3/7/19

Reviewed: 3/7/19