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  Date
(Mohorne, O’Brien, Metcalf)

____________________________
CFO Signature  Date

Payroll Department stipend starting date

Changes to Cell Number: ____________________________

Adopted: 3/7/19
Reviewed: 3/7/19