



## DRAFT Employee Mobile Phone Policy

**Policy:** Employees whose job duties include the need for a mobile phone may receive extra compensation, in the form of a mobile phone allowance, to cover business-related costs on their personal cell phone. Employees may choose the cellular service provider, plan design and phone number of their choice.

### Cell Phone Allowance:

- a) **Eligibility:** Full-time employees are eligible for a mobile phone allowance based on the need for emergency contact, field work, irregular work hours or other job related factors that require the employee to utilize a cell phone to enhance their ability to perform their job duties.
- b) **Allowance Amount:** The monthly mobile phone allowance is as follows:
  - a. Level A - \$80 per month (primarily Executive Director)
  - b. Level B - \$40 per month (Program / Project Managers)
  - c. Level C - \$20 per month (Office Manager)
- c) **Allowance Payment:** The approved mobile phone allowance will be reimbursed quarterly.

**Employee Responsibilities:** The employee must retain an active cell phone contract as long as a cell phone allowance is in place. The employee must provide the CRA with their current cell phone number and immediately provide notification if the number changes. Employees receiving a mobile phone allowance are expected to carry the mobile phone on their person during the business day and respond when contacted for CRA business. The employee's cell phone number must be available to CRA contacts consistent with the responsibilities of the employee. The Executive Director is expected to carry a device both on and off duty and respond when called for CRA business.

The phone may be used for both business and personal purposes, as needed. Use of the phone during work hours shall be primarily for CRA functions, and use for personal matter shall be limited. Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the mobile phone allowance. Any and all restrictions and regulations specified elsewhere in the CRA personnel policy with respect to CRA networks, office technology, and files are relevant to mobile phone usage.