

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES**

SUBMITTED BY: Vonda Willey	DATE SUBMITTED: 2/15/2023	SECTION: Information Management	
BOARD APPROVED ON: 2/15/2023	DATE REVISED:	SUBJECT: Cell Phone Reimbursement	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR:		POLICY #: EE-005	PAGE #: 1 of 2

I. APPLICATION

This policy applies only to the following positions within Blue Water Developmental Housing, Inc.: Executive Director, Administrative Services Division Director, Community Based Services Division Director, Residential Services Division Director, Financial Director, Program Supervisor, Assistant Program Supervisor, Home Manager, Assistant Home Manager, Safety/Training Coordinator, and Team Coordinator.

II. POLICY

It is the policy of Blue Water Developmental Housing, Inc. to provide a monthly stipend the individuals who, by position and identified above, are required to be on-call utilizing their personal cellular phone or home phone after normal business hours an amount of \$40 per month.

Anyone who is given a company owned cell phone will not be eligible for reimbursement.

To be eligible for this stipend individuals holding the positions identified above will be required to electronically sign the Cell Phone Stipend Agreement (Exhibit A) agreeing to the following employee responsibilities:

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, calling areas, service features, termination clauses, and paying all charges associated with the cellular service and device.
- Select a service provider, plan, and features that meet the requirements of the job and the level of service that the stipend is intended to cover; and ensure the carrier selected has service in required usage areas, such as at home and work location.
- Maintain active service for the duration of the stipend.
- Promptly report any cell phone number changes.
- Only use cell phone mobile calling for BWDH business. No data is to be shared or stored within an individually owned device.

III. PROCEDURE

Human Resource Manager

Identifies individuals holding position(s) listed within policy.

Sends Cell Phone Stipend Agreement to those individuals thru Paycor for electronic signature.

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Employee	Reviews & Electronically Signs Cell Phone Stipend Agreement
Administrative Services Division Director	Verifies Signed Stipend Agreement is in employee personnel file Provides list of individuals to Account Clerk, no later than the 5 th of each month
Account Clerk	Processes monthly stipend with the last payroll of each month

IV. EXHIBITS

- A. [Cell Phone Stipend Agreement](#)

EXHIBIT A.



Employee Name: _____ Stipend Start Date: _____
Job Title: _____ Monthly Stipend Amount: \$40
Cell Phone Number: _____

Policy Summary:

Employees who hold the position(s) of Executive Director, Administrative Services Division Director, Community Based Services Division Director, Residential Services Division Director, Financial Director, Program Supervisor, Assistant Program Supervisor, Home Manager, Assistant Home Manager, Safety/Training Coordinator, and Team Coordinator will receive a monthly cell phone stipend of \$40 to compensate for business-related costs incurred when using their individually owned cell phones. The stipend will be considered a non-taxable fringe benefit to the employee.

If any of the above employees are given a company-owned cell phone they will be ineligible for the monthly stipend.

Employee Responsibilities:

Recipients of a cell phone stipend have the following responsibilities:

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, calling areas, service features, termination clauses, and paying all charges associated with the cellular service and device.
- Select a service provider, plan, and features that meet the requirements of the job and the level of service that the stipend is intended to cover; and ensure the carrier selected has service in required usage areas, such as at home and work location.
- Maintain active service for the duration of the stipend.
- Promptly report any cell phone number changes.
- Only use cell phone mobile calling for BWDH business. No data is to be shared or stored within an individually owned device.

Employee Certification

By signing below, I certify that I have read, understand, and agree to BWDH Policy EE-005 and my responsibilities under the policy. I further certify that the above stipend will be used toward expenses that I incur for cell phone usage for business purposes. I understand that BWDH is not responsible for the business use of my personal cellular device.

Employee Signature

Date