

PERSONNEL
TELEPHONE CHARGES

Cell Phone Allowance

- a) **Eligibility:** Employees eligible for a cell phone allowance generally include department heads, supervisors, and full-time employees whose job duties regularly require cell phone access while out of the office and also during irregular work hours. Department directors shall identify employees within their departments who require cell phone access. The Director of Finance shall give final approval.
- b) **Allowance Amount:** The standard monthly cell phone allowance amount shall be \$50.00. If an internet connection (mobile hot spot) is required, as recommended by the department director and approved by the Executive Director, a monthly allowance of \$70 may be provided. These allowances may be adjusted annually as provided by the approved budget.
- c) **Allowance Payment:** The approved cell phone allowance will be paid monthly (12 payments) as part of the employee's paycheck or reimbursement to an officer. A monthly reimbursement must be submitted through the Association's expense reimbursement system. This allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to salary increases, promotions, etc.
- d) **Responsibilities:** In the event the officer or employee is paid a cell phone allowance s/he must retain an active cell phone contract as long as a cell phone allowance is in place.

An employee must provide their cell phone number to his/her department director and the Human Resources Department and immediately notify both if the number changes. Employees receiving a cell phone allowance are expected to carry the cell phone on their person both on and off duty and respond when called for Association business. The employee's cell phone number will be included in Association contact directories.

Officers and employees may choose the cellular service provider and plan design of their choice. If available from the Association's contracted cellular service provider officers and employees may be able to take advantage of discounts for their personal service plans.

Because the officer or employee owns the cell phone the s/he may use the phone for both business and personal purposes, as needed.

If the officer or employee, for any reason, including resignation, discontinues or revises the cell phone contract s/he will be responsible for any fees incurred.

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GOVERNANCE & OPERATIONS

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