

Employee Use of Cell Phones & Other Communication Devices Reimbursement or Agency Provided

Central Rivers AEA will support employees' necessary use of personal cellular phones in the performance of position responsibilities subject to director and/or Board approval.

Non-Administrative Staff: (\$10) reimbursement policy for personal cell phones

Reimbursable Amount: Up to \$120 annually (based on \$10 per month)

- The reimbursable amount is based on contracted months, usually 10 or 12 months.
- All requests are subject to the approval of the AEA Director or designee.
- New employees hired after the start of the year have 30 days from the date of hire to submit a request for reimbursement for a pro-rated amount.
- Staff receiving an agency cell phone reimbursement will have their cell phone number listed in an agency cell phone directory that will be available to other agency staff for business use.
- This total annual amount is paid in a lump sum in September. Mid-year separation from the Agency will result in a payroll deduction from the employee's final pay for the unearned portion of the reimbursement.

How to Apply for Reimbursement:

The AEA will reimburse employees at the rate of \$10 per month. Employees wishing to be considered for a cell phone reimbursement shall complete the Cell Phone/Reimbursement Request Form. This request must be completed annually.

Administrative Staff : (\$75) reimbursement policy for personal cell phones

- The AEA will reimburse administrative, and other key operational staff as approved by the Chief Administrator, \$75 per month. This reimbursement is based on position with the Agency. Annual renewal is not required.
- Employees receiving this reimbursement are on-call and required to respond to email, texts and phone calls unless on an approved leave.
- Staff receiving an cell phone reimbursement will have their cell phone number listed in the cell phone directory.

Agency provided cell phone

- In some cases, employees may request to use an AEA agency owned cell phone. All requests are subject to the approval of the AEA Director or designee.
- Agency phones are to be used for Agency business only.
- Staff receiving an AEA cell phone will have their cell phone number listed in an AEA 267 cell phone directory.
- Cell phones/accessories must be returned to appropriate administrative personnel at the end of AEA employment or when the phone or needs to be replaced due to damage or loss of function.

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