

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
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Policy:

Employees who hold positions that include the need for a cell phone may receive a cell phone stipend to reimburse for business-related costs incurred when using their personally-owned cell phones. The stipend will be considered a non-taxable fringe benefit to the employee.

Procedure:

Recipients of a cell phone stipend have the following responsibilities:

- Complete Cell Phone Stipend Agreement, including required signatures.
- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, service features, and calling areas that meet the requirements of the job. This includes termination clauses, and paying all charges associated with the cellular service and device.
- Attest to related necessary business use. Submit the latest monthly billing statement to the Finance Department when the stipend begins and then by July 1 each year to verify that the stipend is spent on this resource.
- Keep (or have access to) monthly invoices for a two-year period so they can be produced upon request by either SJA or the IRS.
- Avoid using the cellular phone while operating a motor vehicle, machinery or in other dangerous situations.
- Comply with all Federal and State data maintenance and protection laws, as well as SJA policies, including those pertaining to data security, acceptable computing use and email.
- Delete all SJA data from the cell phone when employment with SJA is severed, except when required to maintain the data in compliance with a litigation hold notice.

Approved by: _____



President/CEO

Date _____

