

Cell Phone Policy

Purpose:

The purpose of this policy is to provide a set of guidelines governing the use of cellular telephones by Church employees.

The Church shall not own or otherwise provide cellular telephones or services to its employees.

Effective Date: September 1, 2006.

Oversight Responsibility

Departments shall be responsible for oversight of employee cell phone usage and shall monitor and review such usage periodically to ensure that use is appropriate and that prudent fiscal management guidelines are followed. This periodic review shall include an assessment of each authorized employee's need to use a cell phone for business purposes.

Reimbursement Plan: Business Use of Personal Cell Phones

Some employees will need to use cell phones to conduct legitimate Church business and such use is a predictable necessity. In these cases, the Church will provide a cell phone requirement allowance of up to \$_____ per month for employees who must use his/her personal cell phone for work purposes, subject to the following conditions:

1. The Church must first authorize the employee to use his/her personal cell phone for Church business. An authorization form shall be signed by the employee's supervisor with a copy retained by both the employee and the Church. The authorization form will identify the employee and the employee's personal cell phone number and be submitted to the Finance Office.
2. The employee is responsible for turning in the first page of his/her cell phone bill to document that the employee still has the cell phone to Finance Office every month, before the subsequent month.
3. The monthly cell phone allowance shall not exceed the fifty percent (50%) of the employee's monthly base cell phone plan. The Church will pay an allowance equal to the \$_____ per month or fifty percent (50%) of the employee's monthly cell phone base plan, whichever is less. The cell phone requirement allowance is a taxable item and will be added to the employees' monthly paycheck. The Finance Office is responsible for notifying HR/Payroll of all allowance amounts and changes in allowance amounts or eligibility.
4. We realize that there are certain positions that require a usage plan that would far exceed any low cost plan available. These special requirements should be discussed with your supervisor and may be processed on a case-by-case basis through the Finance Office.

5. The employee is responsible for notifying the Finance Office if the employee no longer needs to use a cell phone for the job.

6. The employee is responsible for notifying the Finance Office if the employee terminates their employment with the Church or if the Church chooses to revoke the cell phone authorization.