

## **Cellphone Benefit Policy:**

<b>Date Approved by Board:</b> 2015.03.19	<b>Resolution No.:</b> 15-034
<b>Lead Role:</b> GM	<b>Replaces:</b> N/A
<b>Last Review Date:</b> 2016.02.01	<b>New Review Date:</b> 2018.03.19

### **Policy Statement**

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Beaver Municipal Solutions (BMS) provides cell phone allowances to employees to cover the cost of using their personal cell phones for official Commission business.

### **Guidelines**

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#### **Eligibility**

1. All positions identified by management as requiring use of cellphone for purposes such as:
  - a. Continuous monitoring of business, systems or servers
  - b. Transacting business offsite
  - c. Access to systems or applications outside of regular business hours
  - d. On-call situations
  - e. Other
2. The cellphone allowance may be granted during the course of employment or a pre-determined period.

#### **Calculation**

1. Cellphone allowances are given as follows:

	Amount per Month
Minimum use (voice/text)	\$10
Minimum use (voice/text/data)	\$20
Moderate use (between 50% - 75%)	\$60
Full use (above 75%)	\$90

2. Other amounts may be allowed with prior approval of the GM.
3. The cellphone allowance covers the service plan and as such, is a non-taxable benefit.
4. For moderate and full users, the cost of the phone unit will be reimbursed to a maximum of \$150 every 2 years. This is a taxable benefit.
5. Reasonable roaming packages or business related long distance charges will be reimbursed for official travel, upon submission of billing and prior approval from the GM.
6. Reasonable roaming packages or business related long distance charges during vacation or time off may be allowed with prior approval of the GM.

#### **Coverage**

1. The allowance covers the work-related component of an employee's personal service plan.
2. The phone unit and phone number is the property of the employee. Should BMS business calls continue after termination of employment, the ex-employee may refuse to take the call or inform the caller to use the corporate phone number.
3. Employees must provide an applicable phone unit.
4. Employees must maintain an appropriate service plan. Service interruption due to non-payment of account is cause for discontinuing the allowance.
5. Employees must choose a service provider with a network coverage adequate to handle the intended business use.
6. Employees are required to sign a Mobile Phone Allowance Form binding them to the terms of issuance and policy.
7. Employees are required to abide by all rules, regulations, policies and applicable law on the appropriate use of cell phones e.g., safety, privacy, etc.
8. Hands-free kits or Bluetooth devices may be reimbursed strictly for positions requiring immediate response while driving, upon approval of the GM.

#### Exclusions

1. Claims on top of the regular allowance will not be paid without supporting documents and pre-approval of the GM.
2. The replacement cost of units, in the event of loss, will not be reimbursed.
3. Accessories, extended warranties and insurance on the phone unit will not be reimbursed.

#### Implementation

1. Managers determine the need to provide a mobile phone allowance to certain positions or occasions.
2. Employees must fill out a Mobile Phone Allowance Form and submit to Payroll.
3. Forms will be processed on the next scheduled pay run.
4. Those with existing phone units provided by BMS under a locked in plan may choose to surrender their phones and avail of the allowance instead.
5. No new phone units will be issued by BMS from the effective date of the approved policy.