

Mt. Zion Public Library
Cell Phone Stipend Policy

1. **Policy:** Employees of Mt. Zion Library ("Library") may receive a monthly cell phone stipend to reimburse a portion of business-related costs incurred when using personally-owned cell phones. The stipend will be set in the amount of **\$20.00** per month. The stipend will be considered a non-taxable fringe benefit to the employee. The Library Board will review and set the amount of the stipend on an annual basis.

2. **Employee Responsibilities:** Recipients of a cell phone stipend must:
 - a. Purchase a cell phone and maintain monthly service.
 - b. Assume responsibility for all cell phone carrier terms and conditions, including but not limited to, paying all charges associated with cell phone service.
 - c. Submit the monthly billing statement from the cell phone carrier for the month prior to commencement of the stipend, and annually thereafter, to verify continued use of cell service for Library business.
 - d. Maintain or have access to at least two (2) years of monthly billing statements from the cell phone carrier in the event production is requested by the Library Board or Internal Revenue Service.
 - e. Use the cell phone in accordance with applicable Federal and State law, including but not limited to refraining from use of the cell phone while operating a motor vehicle.
 - f. Comply with all Federal and State data maintenance and protection laws (FERPA), as well as all Library policies, including those pertaining to data security, acceptable computing use, and email.
 - g. Agree to remove all Library data from the cell phone immediately upon termination of employment for any reason, unless otherwise required by Federal or State law.

3. **Lost or Damaged Cell Phone:** In the event employee's cell phone is lost or damaged in the regular course of Library business, Library will provide employee with a comparable replacement. Library may satisfy this obligation by reimbursing employee for the purchase of a replacement cell phone. If employee seeks reimbursement in this manner, employee shall provide Library with a purchase receipt to verify the replacement cell phone is a comparable model to the original. Employee must report a lost or damaged phone to Library within 48 hours of loss and provide supporting documentation upon request. Failure to report a loss in a timely manner or to provide supporting documentation may result in Library refusing to provide employee with a replacement cell phone.

Employee/Cell Phone Information:

Name: _____ Job Title: _____

Stipend Commencement Date: _____ Stipend Amount: \$20.00

Phone Number: _____ Carrier: _____

Phone Brand (Apple, Samsung, etc.): _____ Model #: _____

Business Purpose for Cell Phone Use: _____

Employee Certification:

I, _____, certify that I read, understood, and agree to the terms of the Cell Phone Stipend Policy and my responsibilities therein. I hereby acknowledge and agree that the amount of the monthly stipend represents a fair and reasonable reimbursement for the costs associated with use of my personal cell phone for Library business.

Employee Signature

Date

Library Board Member Signature

Date

Approved by Library Board January 14, 2020