



**Approved By:** Executive Director

**Date Revised:** 9/16/2013

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This procedure supersedes previous versions.

## **PROCEDURE**

### **MOBILE COMMUNICATION DEVICE STIPEND**

These procedures are to be followed when establishing and providing a mobile communication device stipend to eligible employees. These procedures do not apply to ACHA-owned devices (see *procedures for ACHA-Owned Mobile Communication Devices*).

#### **Step 1: Determine Eligibility**

Senior Manager or Executive Director determines the eligibility of an employee to receive a mobile communication device stipend based on job responsibilities and time spent out of the office. Eligibility is based on a valid ACHA-related need and meeting at least one of the following criteria:

1. On-Call availability: Employee is required to be on call a majority of the time in the event of an emergency or service need.
2. Frequent mobility: The job requires considerable time outside the office during working hours and it is imperative to the functioning of the ACHA that the employee be immediately accessible to receive and/or make frequent business calls during those times.
3. Real time communication and decision-making: Employee must be available when traveling, away from the office, or after hours for real time decision making and ACHA responsiveness is of an urgent nature and must be accomplished through email.
4. After-hours availability: The job requires the employee to be immediately accessible to receive and/or make frequent business calls outside of working hours. Employee must be readily accessible due to the specific nature of their duties and must be available for emergency responses or time sensitive consultation after normal office hours.

#### **Step 2: Select Appropriate Stipend**

The ACHA will annually review and establish stipend amounts. All stipends are charged to the employee's department budget. The amount of the stipend must be justified by business requirements as delineated in the Mobile Communication Device Stipend Policy. The amount can be lowered by the Senior Manager without approval at any time, but increases must be approved through the Executive Director. Senior Managers are responsible for selecting the

appropriate stipend amount for an employee based on the responsibilities of the employee's job duties in accordance with established guidelines and range of stipend amounts listed below:

Positions	Range Per Month
Executives	As approved in the annual budget
Managers	\$ 20.00 to \$ 35.00
General Staff	\$ 10.00 to \$ 25.00

### **Step 3: Obtain Approval**

Manager completes a "Request for Mobile Communication Device Stipend" (*see attached form*), including documentation that supports the eligibility for an employee to receive the stipend and the recommended monthly stipend amount based on the approved monthly allowance range listed in this procedure. Discussions should be held with the Finance Manager regarding budget allocation prior to submitting the request for approval. All requests must be submitted to and approved by the Executive Director.

### **Step 4: Complete Employee Responsibilities Agreement**

Once approved to receive a monthly stipend, eligible employees will complete an "Employee Responsibilities Agreement" (*see attached form*). This Agreement will remain in effect until the employee changes jobs, resigns, is terminated, no longer has a mobile communication device or service, or ACHA withdraws the Cell Phone Stipend Policy.

Stipend recipients have the following responsibilities:

1. Purchase mobile communication device, equipment, and service, and assume responsibility for vendor terms and conditions. The employee may select any service provider, plan, and features as long as these meet the requirements of the job responsibilities as specified by the Supervisor and approved by the Property Manager, and that, at a minimum, meet the level of plan, services, and syncing that the stipend is intended to cover. The employee is responsible for plan choices, calling areas, service features, termination clauses, and paying all charges associated with the mobile communication device and service.
2. Because the device and service are owned by the employee, they may be used for personal and business use, but must be available for the performance of responsibilities as designated by the department and within policy. The employee may obtain a larger plan if needed for personal use, but will only receive the stipend amount agreed upon for business use.
3. Repair, maintain, insure, and/or replace the mobile communication device equipment and accessories, including lost, damaged, or stolen equipment and accessories.
4. Ensure the carrier selected has service in required usage areas, such as on the company property, at the employee's home, and when traveling for business.
5. Establish himself/herself as the billing party. Regardless of cost, the employee is responsible for all device and service related expenses.
6. Maintain active service for the duration of the stipend.
7. Notify your Property Manager within 2 working days if the eligibility criteria is no longer met, if your service is cancelled, your device is inoperable, or if your phone number, carrier, or plan eligibility changes.



8. Provide a copy of the mobile device and service billing statement upon request.
9. Request a stipend renewal from your department prior to the end of each fiscal year.

### **Step 5: Changes in or Cancellation of Existing Stipend**

There may be rare circumstances where the stipend amount must be adjusted due to special departmental needs. The Senior Manager must justify any request for an exception to the maximum stipend amount designated by the ACHA and submit it to the Executive Director for approval.

If an employee receiving this stipend resigns, is terminated, transfers departments, changes job duties, no longer requires mobile communication services, or otherwise no longer qualifies for a mobile communication device stipend, the employee's Senior Manager is responsible for submitting a revised request to the Executive Director.

In any event, the employee continues to be responsible for the contractual obligations of the mobile communication device and plan.

### **Step 6: Annual Renewal**

Stipends are not automatically renewed each year. All stipends will be re-evaluated annually during the budget planning process by the Senior Manager and Executive Director for continued eligibility and payment in the new fiscal year.

1. Employee submits a request, in writing, to the Senior Manager to renew the stipend. Senior Managers submit a written request to renew their stipend to the Executive Director.
2. The Senior Manager and Executive Director complete an annual review of the business need for the mobile communication device stipend and whether the agreement with the employee should be changed, renewed, or discontinued.
3. The Senior Manager reviews the current maximum stipend rate for each position. If modifications are needed, he/she will submit a request to the Executive Director providing the necessary information and justification for the changes.
4. The Senior Manager notifies the employee, in writing, of the decision to renew, revise, or cancel the employee's stipend.

### **Step 7: Filing Paperwork**

All original signed and approved paperwork will be given to Human Resources and filed in the employee's personnel file. The Property Manager will provide a copy to the Finance Manager for audit purposes, and will retain a copy for their files. A copy of the policy and signed employee agreement will be given to the employee. All paperwork of any subsequent renewals or changes to the initial stipend will be filed using these same procedures.

  
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J. David Scott, Executive Director

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September 16, 2013  
Date