



CELLULAR PHONE ALLOWANCE

PURPOSE

This policy states the official guidelines for Workforce Alliance of the North Bay (Alliance) paid cellular phone allowances for use of personal cellular phones for Alliance business purposes. The provision of a cellular phone allowance is a privilege for the purpose of enhancing staff performance of Alliance job-related duties. Generally, the Alliance will not provide Alliance-owned cellular phones. Eligible Alliance employees may qualify to receive a monthly cellular phone allowance to use their personal cellular phone for Alliance business related duties.

SCOPE

Workforce Alliance of the North Bay employees

RESPONSIBLE PARTY

Workforce Alliance of the North Bay
Regional Workforce Development Board

DOCUMENTS

- Cellular Phone Allowance Request form

DEFINITIONS

Business Use: Work-related responsibilities required by an employee's position.

Cellular Phone: The phone, adapter, battery pack and other equipment specific to the phone used for Alliance business purposes.

Substantial Non-Compensatory Business Reason: There is a solid business reason for the employer to require employees to maintain and use their personal cell phones for business purposes.

POLICY

- I. Privately owned cellular phones used by employees for Alliance business are subject to the provisions of this Section.
 - A. Cellular phone allowances are a privilege subject to the conditions within this policy and dependent upon availability of funds. This privilege may be terminated at any time.
 - B. The cellular phone allowance is intended to cover the costs of personal cellular phone expenses related to work duties. Initial purchase of the cellular phone, accessory equipment, and activation fees will be the responsibility of the employee. The employee

Workforce Alliance of the North Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

shall pay any costs exceeding the amount of the cellular phone allowance. No allowance will be paid when an employee is in an unpaid leave status.

- C. Taxability: As long as the payment is for “substantial non-compensatory business reasons” the payment is not taxed.
- D. All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Employees must notify the Alliance Executive Director when any cellphone related or involved violations are charged while receiving the Alliance cellular phone allowance and may result in a freeze or termination of the allowance.
- E. Responsibilities:
 - 1. The employee will complete the Cellular Phone Allowance Request form signed by the Executive Director, attaching a current phone bill and forward it to the Fiscal Officer to activate and maintain monthly allowance payments.
 - 2. The employee will maintain their cellular phone operation and cellular phone number identified on the Cellular Phone Allowance Request form to maintain eligibility for the allowance.
 - 3. Replacement or repair of the cellular phone will be the responsibility of the employee who uses the phone.
 - 4. In order to maintain this allowance, the employee must submit a copy of their current phone bill on July 1st of each year.
- F. Cellular Phone Allowance Plans:
 - 1. Eligible designated Alliance employees using personal cellular phones may receive a Tier 1 or Tier 2 allowance plan, depending upon usage requirements and the work-related need as determined by the Executive Director. The Executive Director using a personal cellular phone may elect to receive a Tier 1, Tier 2 or Tier 3 allowance plan.
 - a) Tier 1 allowance - \$35.00 per month based upon work duties that require incidental business use of a cell phone.
 - b) Tier 2 allowance - \$70.00 per month based upon work duties that require they be out of the office at least 50% of their schedule and conduct more than incidental business use of a cell phone
 - c) Tier 3 allowance - \$120.00 per month for those whose work duties require that they be frequently out of the office and conduct WANB business throughout the day from remote locations (this allowance is limited to the Executive Director).
 - 2. Allowance Change / Cancellation:
 - a) The employee must complete the Cellular Phone Allowance Request and forward to the Fiscal Officer to change or cancel the allowance.
 - b) The Alliance may freeze or cancel an employee’s cellular phone allowance at any time.



POLICY UPDATE HISTORY

February 13, 2019 – New Policy

INQUIRIES

Questions regarding this policy can be sent to Operations Unit.

