

2024-10

Keith County Highway Department Cell Phone Stipend Policy

Eligible employees (below) may receive a cell phone stipend from Keith County for business-related costs incurred when using their personal cell phones.

I. ELIGIBILITY:

- a. An employee may be eligible for the stipend if at least one of the following criteria is met, as determined by the Highway Superintendent.
 - i. The job function of the employee requires communication when outside of the shop; or
 - ii. The job function of the employee may require the employee to be called in to work due to winter storms, rain storms, or other emergencies.

II. STIPEND PLAN & OVERSIGHT:

- a. Eligible employees may receive a stipend of \$20 a month upon the approval of the Highway Superintendent.
- b. Benefit cannot start until the first day of the month following one full month of employment.
- c. Once approved, the employee will be eligible to receive the stipend paid by claim quarterly following the months the stipend was earned.
- d. Stipend allowances will be reviewed regularly, if it is deemed no longer necessary the stipend agreement may be terminated.
- e. The employee will need to respond to a monthly text or phone call verifying that their cell phone device is in working order to continue receiving the stipend.

III. EMPLOYEES RIGHTS & RESPONSIBILITIES

- a. The eligible employee is responsible for purchasing a cell phone and establishing and maintaining service with the cell phone service provider of their choice. The cell phone contract is in the name of the eligible employee, who is solely responsible for all payments to the service provider.
- b. The eligible employee can use the phone for both business and personal purposes, as needed.
- c. If the employee terminates their cell phone service plan at any point, they must notify their supervisor within 5 business days to terminate the stipend.
- d. Keith County does not accept any liability for claims, charges, or disputes between the cell phone service provider and the eligible employee.

IV. CANCELLATION OR REDUCTION

- a. Any stipend will immediately cease if:
 - i. An employee's employment with Keith County terminates;
 - ii. An employee is no longer eligible for the stipend;
 - iii. The eligible employee no longer has a cell phone or cell phone service plan;
 - iv. Keith County decides to eliminate or reduce the stipend.

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By signing I agree that I have read, understand, and agree to the Cell Phone Stipend Policy and my responsibilities under the policy.

Print (Employee)

(Supervisor) Print

Sign (Employee)

(Supervisor) Sign