

Approved by PEEC Board of Directors on September 12, 2022.

## **PEEC Cell Phone Use Reimbursement Policy**

**Purpose:** To establish guidelines for the reimbursement of costs when PEEC employees and contractors use their personal cell phone to conduct official PEEC business.

**Applicability:** This policy applies to all full-time, part-time, and casual employees, and contract workers.

**Policy:** If a PEEC employee uses their personal cell phone to conduct PEEC business for safety or convenience reasons, PEEC will reimburse the employee for a portion of the monthly cost for the cell phone.

For the purposes of this policy, the word “use” means that an employee or contractor has their personal cell phone available during periods when they are performing work for PEEC. The personal cell phone must be on hand with sufficient battery life and available to make or receive calls or texts on behalf of PEEC.

For full-time employees: PEEC will pay up to \$45/month for the use of a personal cell phone to conduct PEEC business. If the employee’s monthly cell phone bill amount is less than the maximum, they will be paid the full amount of their monthly bill.

For part-time and casual employees: Reimbursement will be calculated according to the number of prep and program days worked in a given month. It is the responsibility of each employee to determine if and when their personal cell phone was used for PEEC business. Part-time and casual employees will be reimbursed at a rate of \$1.50 per day, up to \$45 a month.

For contract workers: An amount for cell phone reimbursement will be included in their compensation for services rendered, as per their service agreement.

### **Reimbursement Procedure:**

- Submit a PEEC Request for Reimbursement form to the Operations Manager, supported by a copy of the employee’s monthly mobile phone bill that summarizes monthly charges.
- For part-time employees, the number of days that the mobile phone was used must be included on the expense reimbursement form.

- Payment will be made by check or EFT within 10 business days of receipt of the Request for Reimbursement form.
- The amount reimbursed will be based on actual expenses up to the designated maximum.