3.4.a SIERRA KINGS HEALTH CARE DISTRICT
GENERAL BUSINESS
POLICIES AND PROCEDURES

CELLULAR PHONE STIPEND POLICY – in the day-to-day operation towards the furtherance of the Sierra Kings Health Care District (referred to as the District).

Purpose:
The purpose of the policy is to establish a process and guidelines for the issuance of monthly cellular phone stipends to designated District employees who meet one or more of the following criteria:

1. Employee must be responsible for making critical decisions directly related to the District (i.e., financial, administrative, human resources, etc.)
2. Employee must be able to be reached beyond normal business hours or on weekends on a regular basis.
3. Employee must have job responsibilities that require the employee to be out of the office, thus requiring a cellular phone to be contacted.

Policy & Procedure:
It is the policy of the District that designated employees will receive a monthly cellular phone stipend at a District approved rate. The following shall apply:

- Receipt of the stipend must be approved by the Chief Executive Officer based upon the aforementioned criteria.
- The stipend does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay due to annual raises, promotions, etc.
- The stipend includes all related accessories such as batteries, cases, covers, chargers, etc. No additional stipends will be provided for these items.
- If there are changes to the employees' position or status, relevance of the stipend will be reassessed by the Chief Executive Officer.
- If there is any disturbance to the employees' cellular phone service (i.e., disconnected), the employee will inform the Chief Executive Officer within 24 hours.

Revised: 12/15 – "District approved rate"