

Cell Phone Stipend Policy

Eligible employees may receive a cell phone stipend from the Town of Canandaigua for business-related costs incurred when using their personal cell phones. Except for a limited number of positions, the Town will not own cell phones for the use of individual employees.

I. ELIGIBILITY

- a. An employee may be eligible for the stipend if at least one of the following criteria is met:
 - i. The job function of the employee requires considerable time outside of his/her assigned office, work area, or at irregular hours and the employee must be accessible during those times;
 - ii. The job function of the employee requires him/her to have wireless data and internet access while away from the Town Hall campus;

II. STIPEND PLAN:

- a. Eligible employees may receive a stipend of \$35 a month upon the approval of the employee's supervisor and Town Manager.
- b. Once approved, the employee will be eligible to receive the stipend automatically each month.

III. OVERSIGHT, APPROVAL & FUNDING

- a. Department Heads are responsible for identifying eligible employees. Each department is strongly encouraged to review whether a cellular device is necessary, and to select alternative means of communication.
- b. Each Department Head is responsible for determining employee cell phone needs and assessing each employee's continued eligibility for a cell phone stipend. This includes an annual review to determine continued eligibility of their employees.
- c. Stipends are funded by the eligible employee's department.

IV. 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 his/her 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. To the extent allowed by law, the stipend provided is not considered taxable income.
- c. The eligible employee can use the phone for both business and personal purposes, as needed.
- d. If the employee terminates their cell phone service plan at any point, s/he must notify his/her supervisor within 5 business days to terminate the stipend.
- e. The Town does not accept any liability for claims, charges or disputes between the cell phone service provider and the eligible employee.

V. CANCELLATION OR REDUCTION

- a. Any stipend will immediately cease or be reduced if:
 - i. An employee's employment with the Town terminates;
 - ii. An employee's Department Head determines he/she is no longer eligible for the stipend;
 - iii. The eligible employee no longer has a cell phone or cell phone service plan; or
 - iv. The Town Board decides to eliminate or reduce the stipend.
 - v. The eligible employee uses the cell phone in any manner contrary to local, state, or federal laws or Town policy.
 - vi. The eligible employee is provided a Town issued cell phone.

Adopted: 4/15/2019