
 Town of Swansboro	Personnel Policy		Employee Benefits Cell Phone Stipend	
	Number: Article VI; Section 19	Revisions:	Effective Date: July 1, 2014	Page of 1 2
	Supersedes:		Approved By: 	

ARTICLE VI. EMPLOYEE BENEFITS

Section 19. Cell Phone Stipend

Department heads may request a cell phone stipend for positions within their department based on the qualifications below, to be approved by the Town Manager. Department heads must fill out a Cell Phone Stipend Request Form and turn into the Human Resource Office. Employees in positions that are approved will receive a stipend to compensate for business use of a personal cell phone. Employees whose only required means of communication are a hand-held radio, direct connect service, or pager are not eligible for a stipend.

One or more of the following qualifications must be met:

- The job responsibilities are such that it is important that the employee be accessible at all times. These would include department head and high-level supervisory positions.
- The job requires the employee to be mobile more than 50% of the employee's normal work time, and consistent alternative communication is required.
- The job requires the employee to be accessible for on-call emergency work. Please note that communication convenience for employees who are not normally on call is not a satisfactory qualification.
- The job requires the need of cellular device for the safety of the public and/or employee.

Rules for receiving a cell phone stipend are as follows:

- The stipend will be included in the employee's pay on the first full week of the month.
- Employees are responsible for purchasing a phone, accessories and a plan of their choice. There will be no additional initial stipend for the purchase of phones or other equipment.
- Employees agree to allow the Town to publish their number internally and to accept business calls on their phone at all times. In addition, employees who receive a higher level stipend amount agree to respond to Town text messages and/or emails via their cellular device.

Stipend Rates

Level 1- \$25.00

For employees in positions with a need for basic cellular voice service only.

Level 2- \$35.00

For employees in positions with a need for basic cellular voice service and text messaging.

Level 3- \$50.00

For employees in positions with a need for basic cellular voice, text, and data service.

Town of Swansboro
Cell Phone Stipend Request Form



Name: _____ Date: _____

Department: _____ Position: _____

Justification: _____

Requested:

Cell Phone Stipend

- Level 1 (\$25.00) Basic cellular voice service
- Level 2 (\$35.00) Basic cellular voice service and text messaging
- Level 3 (\$50.00) Basic cellular voice service, text messaging and data service

Cell Phone Stipends will be included on your yearend W-2

I certify that I have received a copy of and understand the Town of Swansboro Cell Phone Stipend Policy.

Employee Signature

Date

Department Head Signature

Date

Town Manager Signature

Date

Human Resource/Payroll Manager

Date