

Use of Electronic Communications Systems – Cell Phone Expense BPE 2.1

INTENT

To provide equitable and consistent policy regarding cell phone costs incurred by Sunshine Coast Community Services Society or an employee in the course of their work/employment.

POLICY

Sunshine Coast Community Services Society will cover the cost or reimburse work-related cell phone expenses when a cell phone is required as a condition of employment or a Director requests an employee carry a cell phone for business purposes.

PROCEDURE

Following are the specifics of costs that are considered acceptable under the requirements:

1. SCCSS phone (when an employee is issued a phone by SCCSS as a requirement of their position)
 - a. A standard business plan is set up at a cost of \$50 plus tax which includes:
 - i. Pooled minutes
 - ii. 500mg of data
 - iii. Unlimited texting
 - b. At the discretion of the Director, based on use and/or budgetary constraints, a lesser plan may be chosen (i.e. no data)
 - c. Any upgrades to plans for business purposes must be approved by the Director of that program and be accompanied by a business case
 - d. Each month, the cell phone invoices will be distributed to the Directors for review and approval. Any extra charges, if business related, require explanation. Extra charges incurred for non-business related activity, will be recovered from the employee.
 - e. If an employee chooses to upgrade the plan to accommodate personal use, the incremental cost will be recovered from the employee, either as a deduction from their monthly expense claim or as a payroll deduction.
2. Personal phones used for business purposes
 - a. The maximum SCCSS will reimburse employees will be the cost of SCCSS's standard business plan of \$50 plus tax.
 - b. Reimbursement may be based on budgetary considerations and/or at the discretion of the Director.
 - c. Reimbursement will be pro-rated based on the % of FTE (i.e. 20 hrs/wk would be pro-rated as $20/35 \times 50 = \$28.57$)
 - d. Personal phones are required to be in the name of the employee in order to receive reimbursement
 - e. A photocopy of the monthly cell phone bill (all pages) is required. If additional charges were incurred for business purposes, an explanation should be documented on the bill.

CELLULAR PHONES

REFERENCE BPE 2 – USE OF ELECTRONIC SYSTEMS – CELLULAR PHONES

EFFECTIVE: August 1, 2015	APPROVED BY: Executive Director	
REPLACES: New	MONITORING: Executive Director	FREQUENCY: Annually