NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT
ADMINISTRATIVE PROCEDURE

No. 4340 P-1

CELL PHONE STIPEND PROCEDURES

A monthly cell phone stipend will be authorized for those employees whose job responsibilities demonstrate a need for the device to provide key services to member districts and other North Central Educational Service District clients.

The following guidelines will be used to determine the approval of a cell phone stipend:

1. The need of a cell phone stipend will be determined by the program director and will be consistent with the employee's current job duties.

2. The program director will initiate a Payroll Authorization Form stating the amount of stipend the employee is authorized to receive and the effective date.
   a. The amount of the stipend authorized will be one of the following:
      $ 50.00
      $100.00
      $150. 00 (For Associate Director level employees or higher)

3. The NCESD Fiscal Services department will maintain a current list of employees authorized to receive a cell phone stipend; this list will include the employee's current job title, the name and job title of the individual authorizing the stipend, and the amount of the stipend.

4. The cell phone stipend list will be reviewed by the Executive Director(s), or designee, annually during the budget process.

Adopted 1/26/05
Revised 8/28/13, 11/21/17