

Norton Housing Authority

Cell Phone Allowance Policy

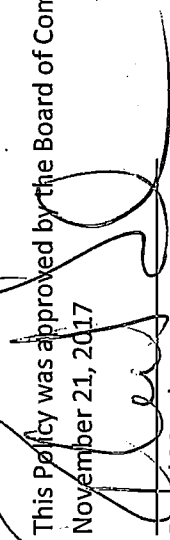
Scope

Norton Housing Authority does not offer administrative staff cellular phones. The administrative staff day to day duties require use of cellular telephones. In an effort to encourage continued cellular service, for optimal work efficiency, I would like to offer our administrative staff a reimbursement for work related use of their personal cellular phones.

Policy

On a daily basis administrative staff are required to text message or call maintenance staff, take photographs on-site or inside resident units for illustration of current conditions and often times make use of their cellular internet for fact finding tasks. To help administrative staff continue with efficient cellular service we are offering a monthly stipend of \$25.00 payable to staff in two equal installments each calendar year for the previous six months of service. The availability and use of a cellular phone must be evident to the Director for any staff member requesting their reimbursement. Each reimbursement must be requested in writing on the form provided herein. The maximum amount allowed for reimbursement during a calendar year is \$300.00. Any unspent money in a calendar year will not carry over into the next year.

This Policy was approved by the Board of Commissioners on November 21, 2017


Board Member