

- A. This policy establishes the extent to which the Township may subsidize, through a cell phone allowance, personally owned cell phones used in the conduct of Township business.
- B. The Township provides access to Township-owned communication devices based upon an employee's job responsibilities. Those communication devices may include desktop computers with e-mail capabilities, desk phones for transacting Township business, and pagers to maintain contact with employees throughout their work period.

Some positions may require that the employee be readily available via cell phone throughout his or her work period or during non-work hours. If an employee's position falls into any one or more of the following three categories, the Township **may** subsidize the employee's personal cell phone service with a cell phone allowance, in an amount to be determined by the Trustees, but not to exceed \$25 per month and will be paid annually:

1. Employees with job responsibilities that require them to make or receive calls outside of their normal working hours;
2. Field service or maintenance employees who do not regularly work in an assigned office and who need to make or receive calls throughout the work day;
3. Employees who have an assigned office but who spend a significant amount of time away from that office and who need to make or receive calls during these periods.

Cell phone allowances will be paid through normal Payroll on the last normally scheduled Payroll period in November, with all applicable taxes being withheld.