

Kids Central, Inc. System of Care Policy & Procedure

Series: Human Resources

Policy Name: Cell Phone Usage and Stipends

Policy Number: 1171

Origination Date: July 31, 2013

Revision Date:

Regulation:

Attachments:

Policy

In order to ensure uninterrupted business communications, certain positions require employees to have a personal cell phone or Smartphone available for business use. Kids Central does not generally provide cell phones or Smartphone devices to staff, but provides a stipend to help cover the cost of personal devices. Kids Central will provide cell phones or Blackberry devices to employees performing direct client services.

Procedure

1. Each Kids Central position, based on job description, is assigned to one of the following cell phone categories:
 - a. Personal cell phone with data required – Stipend
 - b. Personal cell phone required – Stipend
 - c. Kids Central Issued Blackberry
 - d. Kids Central Issued cell phone
 - e. No cell phone required
2. Employees required to use their personal cell phones are responsible for obtaining a cellular phone that is compatible with Kids Central's mobile device management system.
3. Chiefs, Directors and Supervisors must have a cellular device with data capability in order to receive email. Division Chiefs determine the cell phone requirement for the other positions in his/her division and the CEO approves the final list. The list of positions and cell phone requirements is maintained in Human Resources.
4. Cell phone stipends are paid through Kids Central's payroll system and are reported as "other income". Cell phone stipend amounts follow:
 - a. \$25.00 per pay period for staff members required to maintain a cellular phone with data capability.
 - b. \$12.50 per pay period for staff members required to maintain a cellular phone without data capability.

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5. All cellular devices used to receive Kids Central email must be password protected for security purposes.
6. In the event of a lost or stolen phone, an employee must contact Kids Central's IT Department as soon as he/she is aware of the loss. IT will immediately retire the device from Kids Central's mobile device management system to ensure information which has gone through the Kids Central server (Microsoft exchange data) is removed from the device. Retiring the phone from Kids Central's mobile device management system will not affect the employee's personal information or personal emails. Cell phones will also be retired from Kids Central's mobile device management system upon an employee's termination of employment.
7. Employees on extended leave who do not receive a paycheck will not receive the stipend.

Approved By:

John Cooper, Chief Executive Officer

Date