

## Employee Use of Communication Devices Reimbursement

Central Rivers AEA will support the use of employees' personal cellular phones for their Zoom Phone number in the performance of their responsibilities. If a Zoom Phone number is not allocated, an employee may be reimbursed for using their personal cell phone if deemed necessary and appropriate.

### Reimbursement Structure

Employee Group	Annual Payment	Payment Method	Approval Requirement
Certified/ Licensed Staff	\$120	Lump sum	Not required
CWA/NUSS	\$120	Lump sum	Required (annual request and director or designee approval)
Administrative Staff & Other Key Operational Staff	\$900	Monthly beginning in July	Not required (automatic based on position)

- Certified Staff:** All certified/licensed staff will automatically receive an annual \$120 reimbursement to support Zoom phone access on personal cell phones. This payment will be disbursed in a lump sum payment, as determined by the Business Office. No approval needed.
- CWA/NUSS Staff:** Classified/NUSS staff who use their personal cell phone to access a Zoom phone number may be eligible for a \$120 annual reimbursement. To apply, please complete and submit the Cell Phone Reimbursement Request Form (Policy 401.27R2) for director or designee approval.
- Administrative Staff & Other Key Operational Staff:** Administrative staff & other key operational staff, will receive a \$75 monthly reimbursement (\$900 annual payment) beginning in July or upon hire. Annual renewal is not required. Employees receiving this reimbursement are on-call and expected to respond to email, texts and phone calls unless on an approved leave.

### Mid-Year Hire, Early Separation or Part-Time Staff

If a new CWA or NUSS employee is hired after the start of the year, they have **30 days** from their hire date to submit a request for a prorated reimbursement amount.

Mid-year separation from the Agency will result in a payroll deduction from the employee's final pay for the unearned portion of the reimbursement.

Part-time employees (less than a 1.0 full-time equivalent) will be paid a pro-rated amount based on their FTE.

The above section applies to All-Staff (Administration, NUSS, Certified and Classified).

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## **Directory Guidelines**

To maintain privacy and consistency, personal cell phone numbers will not be published in the Central Rivers AEA staff directory. Only Zoom phone numbers will be listed on the agency's internal agency directory. Staff members may independently choose to share their personal cell number with colleagues as needed, but this is not required or managed by the agency.

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## **Exceptions**

Exceptions to this policy may be granted for unique or unforeseen circumstances. Any staff member seeking an exception must submit a written request that explains the reason. The Chief Administrator or a designee has the authority to review and approve these requests based on agency need, appropriateness, and fiscal responsibility.

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## **Administration**

The Business Office will administer this policy. All reimbursement classifications will be reviewed annually and adjusted as necessary based on operational requirements or changes in technology platforms.

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**Questions regarding this policy should be directed to the Business Office.**

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Reviewed: 11-02-16

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