



Pike County Conservation District

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Cell Phone Use and Phone Allowance

(Adopted by the Pike County Conservation District Board of Directors on May 18, 2020)

Cell Phone Use

District cell phones are provided for use by staff whose regular duties require off-site activities. District cell phones are solely the property of the District. Use of District cell phones for personal reasons is discouraged and employees may be held responsible for payment of costs incurred for any personal use or costs which exceed the basic monthly fee. Each phone must be returned to the District office at the end of the work period for security and recharging. District cell phone numbers are not to be released to anyone other than District staff or Board. Anyone needing to contact staff in the field should call the District office to have a message forwarded. Staff who use cell phones during District work hours MUST refrain from making or receiving calls while driving.

Personal Cell Phone Allowance

Employees who use their cell phone for work, will be reimbursed at a rate, or percentage determined by the Executive Committee and approved by the Board of Directors. This provides multiple options and communication formats, and facilitates response timeliness. These guidelines are to replace existing information in regards to personal cell phone usage for employees of the District. When using your personal cell phone for work related items, you should be following the procedures below.

- The District will partially reimburse employees who use their personal cell phones for company business at a rate determined by the Executive Committee. The current rate is \$20.00 per month as of April 1, 2020. There is no additional reimbursement for toll calls with this option.
- Verification that the phone is District email, calendar, voicemail, and text message compatible will be verified prior to approval by the Executive Director. After receiving Executive Director approval, the Administrative Manager will record the decision for recordkeeping purposes. The employee can decide to opt out of this program at any point during their employment with the District.
- The employee's cell phone number will be added to a master list, held by the Program Assistant and Administrative Manager, who will not release your number to the public,

but may call the employee when they are not in the office to alert them of a message or the need to return a call to a client. In returning phone calls to clients, staff can choose an option to keep personal cell phone information private.

- The District will not critique or review your monthly bill in its entirety unless you have requested additional reimbursement due to overage charges that are District specific.
- Employees, who utilize this offer, will need to submit a quarterly expense reimbursement request. The District expense reimbursement request will note a place on the bottom of the spread sheet for cell phone of \$20.00/month.
- During work hours, communication must be returned as soon as possible and when appropriate. “Appropriate” means that unless the communication is noted as urgent then a meeting, conference or workshop should not be interrupted to return the communication.
- During non-working hours you do not need to return correspondence unless the communication is noted as urgent, you may respond as you feel it is appropriate.