



## MOBILE DEVICE POLICY

For positions within the organization that require frequent, emergency call back, community-based or after-hours communication, Sunshine Village offers the following mobile device policy. In all listed categories, employees are expected to use any of the referenced devices in accordance with local, state and federal laws and any misuse will result in discipline, including termination.

1. Programmatic Mobile Device: The Agency will issue phones, as necessary, to specific programs that may be used by employees during community outings and to vans within the transportation department. Employees using these phones are responsible for reporting loss or damage to the phone immediately and will be responsible for the loss or damage. These phones are to be used for work purposes only and personal use of such phones for anything other than a personal emergency shall be subject to disciplinary action, up to and including termination.

2. Personal Mobile Device Reimbursement: Specific positions identified by the Agency as positions needing emergency call back, irregular work hours or community-based contact will be reimbursed in the form of a cell phone reimbursement to cover business-related costs on their personal cell phone. The non-taxable reimbursement will be paid monthly and does not constitute an increase in pay and will not be included in the calculation of percentage increased to base pay. **The Agency will review and update Reimbursement Rates on a regular basis.**

Employees eligible for reimbursement must retain an active mobile device contract as long as the reimbursement is in place. The employee must provide their Program Manager, Human Resource Department and the IT department with their current mobile phone number and immediately notify all parties if the number is discontinued or changed. Employees receiving the reimbursement for community contact are expected to carry and respond to the device during normal business hours and employees receiving reimbursement for emergency call back or irregular work hours are expected to carry and respond to the device.

Sunshine Village is not responsible for the loss or damage to the personal device and is not responsible for any contractual costs or mandates.

