

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 3.10.15
Subject CELL PHONE STIPEND POLICY
& AGREEMENT
Effective Date 09/14/2021
Team IT/AV

Employee Name: _____

Job Title: _____

Stipend Start Date*: _____ Monthly Stipend Amount: \$ _____

*Stipend payment will begin with the next payroll period.

I. GENERAL

Employees who hold positions that include the need for a cell phone may receive a monthly cell phone stipend to compensate for business-related costs incurred when using their individually owned cell phones. The stipend will be considered a non-taxable fringe benefit to the employee. Approval will be determined by a person's job duties as it relates to cell phone use and access. Trinity Lutheran Church will review stipends and reimbursement on an annual basis.

II. GUIDELINES

Recipients of a cell phone stipend have the following responsibilities:

- A. Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, calling areas, service features, terminations clauses, and paying all charges associated with the cellular service and device.
- B. Maintain an active service contract for the duration of the stipend.
- C. Promptly report any cell phone number or plan changes, as well as if a phone is stolen or missing.
- D. Comply with all Federal and State data maintenance and protection laws, as well as all Trinity policies, including those pertaining to data security, acceptable computing use, and email.
- E. Delete all Trinity data from the cell phone when employment with Trinity is severed, except when required to maintain the data in compliance with a litigation hold notice.

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Employee Certification

By signing below, I certify that I have read, understand, and agree to Policy 3.10.15 and my responsibilities under the policy. I further certify that the above stipend will be used toward expenses that I incur for cell phone usage for business purposes. I understand that Trinity Lutheran Church is not responsible for the business use of my personal cellular device.

Employee Signature/Date

Manager Signature/Date