Employee Mobile Phone Policy & Procedure

APPROVED BY: Pathways SouthWest Board of Management

APPROVAL DATE: January 2015

DOCUMENT NUMBER: POL01.12

VERSION: 2

REVIEW DATE: January 2018

THIS POLICY & PROCEDURE APPLIES TO: Pathways SouthWest Board of Management, Staff, Students, Volunteers, Consumers, Carers, other Stakeholders and the General Public
Employee Mobile Phone
Policy & Procedure

Policy
This policy is to provide employees with a choice of the use of a personal mobile phone in lieu of organisational mobile phones. As a result they may be eligible for compensation in the form of a fortnightly mobile phone allowance to cover the cost of all work related calls. All staff are expected to be available by mobile phone during work hours.

Procedure
1. Mobile phone allowance:
   a. Eligibility: Employees eligible for a mobile phone allowance generally include employees whose job duties regularly require emergency call back, irregular work hours or other job related factors that require business contact. The Chief Executive Officer shall approve which employees qualify for a mobile phone allowance.
   b. Allowance Amount: The standard fortnightly mobile phone allowance shall be $20.00. No further reimbursement for mobile phone costs is available to employees who receive this allowance.
   c. Allowance Payment: The approved mobile phone allowance will be paid fortnightly as part of the employee's salary payment and will be subject to all applicable payroll taxes. This allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to salary increases, promotions, etc.

2. Employee Responsibilities:
   a. The employee must retain an active mobile phone contract as long as a mobile phone allowance is in place. The employee must provide the organization with their current mobile phone number and immediately notify their line manager if the number changes. Employees receiving a mobile phone allowance are expected to carry the mobile phone on their person whilst on duty.
   b. Employees may choose the mobile phone service provider and plan design of their choice.
   c. Because the employee owns the mobile phone personally, and the allowance provided is taxable income, the employee may use the phone for both business and personal purposes, as needed. Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the mobile phone allowance. If this occurs, staff will be allocated an organisation mobile phone (see Acceptable use of …. Policy).
   d. If, prior to the end of the mobile phone contract, the contract is discontinued for any reason the employee will bear the cost of any fees associated with that change or cancellation. For example, if an employee resigns, and no longer wants to retain the current mobile phone contract for personal purposes, any cancellation charges will be the employee’s responsibility.
3. **On call and organisational assigned mobile phones:**

Organisation owned mobile phones assigned to specific programs such as housing maintenance shall be used by multiple employees on an as-needed basis. Personal use of such phones for anything other than a personal emergency shall subject the employee to disciplinary action and require appropriate reimbursement to Pathways. Such phones will not be assigned to an individual or taken home by employees except periodically when an employee is assigned by the organisation to be “on call” after normal working hours.

**Agreement:**

I .............................................. have read the above conditions for the use of my personal mobile phone and agree to abide by this policy.

Signed (Employee): ..............................................

Date: ..............................................

Authorised (CEO/Manager): ..............................................

Date: ..............................................