

A POLICY STATEMENT OF
THE HANCOCK COUNTY BOARD OF EDUCATION
New Cumberland, West Virginia 26047

CELLULAR DEVICE STIPENDS

The purpose of this policy is to define the use of Hancock County Board of Education issued cellular devices and cellular device stipends. All applicable Internal Revenue Service regulations shall be adhered.

The Superintendent shall determine which employees are eligible to receive board of education issued cellular device stipends. The following considerations may apply when determining whether a stipend paid: cellular device will promote communication in emergency circumstances, employee has frequent business-related travel, the employee's primary work location requires access to a cellular device, and/or there is a reasonable expectation for the Superintendent or other school officials/employees to be able to contact the employee at times other than regular business hours.

Use of a board issued cellular device stipend is a privilege that may be revoked at any time for inappropriate conduct. The following actions may warrant the termination of a cellular device stipend: budgetary issues that make the phones/stipends unaffordable; and/or the user's resignation or transfer to a different position that does not warrant issuance of a Board issued cellular phone or cellular device stipend.

All users must abide by state and municipal laws regarding the use of cellular devices while driving. It is the policy of the Board to provide a safe and healthful work environment for its employees, and, to the extent reasonably possible, to prevent injury to third-parties while employees are performing their work activities. From time to time, employees may be authorized and required to operate a licensed motor vehicle in order to perform their work activities. If in such case there is an emergency and it is necessary to use a cellular telephone while driving a motor vehicle, the employee must make every effort to pull over, off of the public or privately owned road, to a location where the vehicle does not create a hazard to the employee or to a third party and bring the vehicle to a complete stop. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their cellular phone while driving will be solely responsible for all liabilities that result from such actions.

Employees selected to receive a cellular stipend for the business use of their cellular device will receive a nominal non-taxable stipend based on the following areas of responsibility:

\$60 per month for Central Office Administration/Directors

\$40 per month for Head Principals

\$25 per month for Maintenance Staff