

MARKLUND
HUMAN RESOURCE POLICY AND PROCEDURE

POLICY NO: 3.24.1 **PAGE: 1 OF 1**
SUBJECT: CELLULAR PHONES
DEPARTMENTS AFFECTED: ALL **APPROVED BY:**
ISSUED: 10-31-96 **REVISED: 7-22-98 3-01-2012** **EFFECTIVE DATE: 11-01-96**

PURPOSE: To provide clear guidelines on the reimbursement of expenses for the use of personally owned cellular phones for Marklund business.

POLICY: Staff that conduct Marklund business during out of office hours will normally be provided a Marklund owned cell phone. In the event that the employee wishes to maintain using their own phone for Marklund business a set monthly reimbursement will allowed for as long as their position requires such use.

Marklund owned cell phones are assigned based on the employee's position within the organization. If the employee chooses to use their own phone and their phone can be set up to access Marklund e-mail, they will be eligible for a phone allowance on a monthly basis.

Any circumstances that would require additional reimbursement must be approved by the employee's supervisor. The employee will receive reimbursement through monthly travel expense reports.