



**HUMAN RESOURCE
POLICIES AND PROCEDURES**

Policy	Executive Management Cell Phone Stipend Policy	
Date: March 23, 2021	Revision Date:	Approved by: Human Resources

I. POLICY STATEMENT

It is the policy of the District that eligible employees may choose to use their personal mobile device (e.g. smart phone) or other current technology if the nature of the work and/or the need to maintain contact with the District to effectively accomplish assigned work is best accomplished through the use of this technology.

II. ELIGIBILITY

Eligibility includes Executive Management employees (Directors and above) or determined on a case-by-case basis and approved by an Assistant General Manager, Deputy General Manager, or the General Manager.

III. STIPEND

Employees authorized to use personal devices under this policy will receive a monthly stipend of \$50.00, to be paid with the first regular pay of each month.

IV. EMPLOYEE RESPONSIBILITIES

Employees receiving stipends must provide cell phones at their own expense and must, upon the District's request, submit copies of all records for incoming and outgoing calls or texts. By accepting the stipend, the employee agrees that he or she maintains no reasonable expectation of privacy regarding call or text logs from their personal phone.

The District reserves the right to examine any District related information transmitted or stored on the employees' personal cell phone. Such examinations may occur at any time and may or may not include advance notification to the employee. If examination is performed as part of an investigation, it will be coordinated with the employee's management and the Human Resources department.

V. RECORDS MANAGEMENT/RETENTION

EASTERN MUNICIPAL WATER DISTRICT
CELL PHONE STIPEND POLICY

All stored or transmitted District related data is property of the District and shall not be shared with other parties without permission from the department's respective Executive Management. Exporting or saving District records to removable media as a means of circumventing District records management policies is prohibited.

Records related to ongoing or potential litigation or any investigation must be retained and cannot be disposed of, even if the retention period has been met, except as advised by legal counsel. Please refer to the District's Retention Policy for details.

VI. USE OF TECHNOLOGY WHILE DRIVING

Employees shall comply with all applicable laws and regulations regarding the use of mobile technology while operating a motor vehicle.

Please refer to the District's Vehicle Use Policy for further guidance.

VII. CELL PHONE STIPEND OPTION

Executive employees are provided with a District mobile device. The employee's decision to forgo a District provided mobile device, and use of a personal mobile device, is entirely voluntary.