



## Policy HR 13.9

### Cell Phone Usage Allowance

Adopted by the Library Board of Trustees: 02/23/2017

NOLS will provide a cell phone allowance in the amount of twenty dollars (\$20) per month to each Manager, whose job requires him/her to be accessible by cell phone during working hours and/or outside of scheduled or normal working hours. NOLS will provide one cell phone allowance per employee.

Requests to receive the cell phone allowance must follow established administrative procedures and be supported by submission of sample cell phone bills or other documentation indicating the Employee's use of his/her personal cell phone for business purposes.

The employee is responsible for paying any and all taxes associated with this allowance.

The Library Director or designee is responsible for administering this policy.