

## Employee Cell Phone Stipend Policy

### 1213.1 PURPOSE

The purpose of this policy is to establish guidelines for the provision of cell phone stipends to employees of Sanibel Fire and Rescue District to compensate for district-related use of personal cell phones. This policy ensures compliance with budgetary constraints, equitable stipend distribution, and adherence to State of Florida public records law.

### 1213.2 ELIGIBILITY

Employees eligible for a cell phone stipend must meet the following criteria:

1. Hold an administrative position that requires significant mobile communication outside of the office or during off-hours.
2. Receive prior approval from Fire Chief.

### 1213.3 STIPEND AMOUNT

The stipend amount will be flat rate of \$60 per month. This amount is subject to annual review and adjustments based on budgetary considerations and changes in job responsibilities. The stipend includes monthly cell phone plans reimbursement and a monthly equipment allowance.

### 1213.4 EMPLOYEE RESPONSIBILITIES

1. **Personal Cell Phone Use:** Employees are responsible for selecting, maintaining, and managing their personal cell phone plans. The stipend is intended to cover a portion of the monthly service charge associated with district use. While also providing an equipment allowance per month.
2. **Availability:** Employees must maintain their cell phone in operational condition and remain accessible for district communications during designated hours. Employees understand that cell phones may become the sole source of district communication during state of emergencies.
3. **Compliance with Public Records Law:** Employees acknowledge that all business-related communications conducted on their personal cell phone, including but not limited to calls, text messages, and emails, are subject to public records law as per the state of Florida. This includes the obligation to preserve such records in accordance with the state law record retention schedule and to produce them upon request under the Florida Public Records Act (Chapter 119, Florida Statutes).
4. **Privacy:** Employees should maintain a clear distinction between personal and business communications to the extent possible. Sanibel Fire and Rescue District reserves the right to request access to or copies of district-related communications as required to comply with public records law, legal investigations, or for other official purposes.

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5. **Reporting:** Employees must promptly report any change in their cell phone number or service status that affects their availability for district communication.

### **1213.5 REIMBURSEMENT PROCESS**

Employees will receive monthly stipend check beginning on their first full month of employment.

### **1213.6 ACKNOWLEDGEMENT**

Employees receiving a cell phone stipend must sign this policy confirming their understanding and agreement to comply with this policy, including the stipulations regarding public records law in Florida. The signed copy of this policy will be scanned into the employees file.