

Cell Phone Policy

Adopted date: Oct 26, 2022	Amended date: Apr 16, 2025	Next Review: 2027
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OBJECTIVE

The objective of this policy is to define the reimbursement rates of cell phones that required employees use for work purposes.

POLICY

Designated Van Anda Improvement District (VAID) employees must have a personal cell phone that can be used for VAID business.

Water Operators must have their cell phone close by at all times except during pre-arranged days off.

VAID will reimburse employees for the use of personal cell phones at a rate of \$50/month.

The rate of reimbursement will be adjusted periodically by the Board of Trustees.

RELATED DOCUMENTS

- Use of Information Technology Resources Policy