

TITLE: CELLPHONE STIPEND POLICY

RESOLUTION NUMBER:

POLICY #: CP-027

EFFECTIVE DATE: AUGUST 12, 2025

SUPERSEDES:

UP FOR REVIEW: 2029

PURPOSE

This policy provides guidance on the provision of a monthly cellphone stipend for employees and Council for the Town of Magrath

POLICY STATEMENTS

Eligibility and Stipend Amounts

1. Employees may qualify for one of three stipend categories based on their job requirements:

Category A: “Typical Work Use”

- i. The employee’s position requires the use of the Lone Worker Safety Application on a personal cellphone and the employee regularly uses the application as part of their work duties.
- ii. Those who participate in regular on-call rotations where a phone is necessary.
- iii. Those occasionally required to use their personal cellphone for work tasks.
- iv. Employees in this category receive a monthly stipend of \$30.

Category B: “Extended Work Use”

- i. Applies to employees who are regularly required to use their personal cellphone for work purposes up to or more than 60 minutes per day who do not have access to a landline at their work location.
- ii. Employees in this category receive a monthly stipend of \$60.

Category C: “Municipal Town Council members”

- i. Mayor and all Councillors, who use their personal cellphone for Town business.
- ii. Council receives a monthly stipend of \$60.

Conditions for All Categories

1. Stipends are intended to offset a portion of personal cellphone costs, not cover them in full.
2. Employees are responsible for maintaining their own devices in good working order, with adequate service coverage and data availability for required work use.
3. The Town will not be responsible for loss of, or damage to, any personal cellphone or accessory used for work purposes.
4. Employees provided with a Town-issued cellphone are not eligible for a personal cellphone stipend.
5. The stipend will be discontinued if the employee's position or work location changes such that the eligibility criteria are no longer met, or upon termination of employment.

Approval and Administration

1. Payroll will administer all Category A and Category C stipend requests.
2. Supervisors must submit an approval request to the Chief Administrative Officer (CAO) for any Category B eligible employee.
3. Payroll will administer stipend payments once approval is granted.