

# Personal Cell Phone Reimbursement Policy



## **SUMMARY**

HAPPY HOUSE Cleaning Experts (the “Business”) reimburses certain employees for work-related use of their personal cell phone. The Personal Cell Phone Reimbursement Policy (the “Policy”) sets out guidelines for such reimbursement.

## **SCOPE**

The Policy applies to all employees of the Business who are regularly required to use their personal cell phone to perform their job duties (“eligible employees”).

## **POLICY STATEMENT**

The Business will adhere to the following guidelines regarding the reimbursement of personal cell phone fees:

The Business will pay a flat amount of \$5 per month to reimburse eligible employees for their personal cell phone fees.

- All work-related phone calls on a personal cell phone should be handled in a courteous and professional manner.
- The employee is responsible for the cost of repairing or replacing their damaged or lost personal cell phone, regardless of how, when, or where it was damaged or lost.
- If an employee’s employment is terminated for any reason (e.g., whether voluntarily, such as by resignation, or involuntarily, such as dismissal with or without cause), the Business will no longer reimburse their cell phone fees. The employee will only be reimbursed for cell phone fees associated with use of the phone up to their last day of work for the Business.

## **REVIEW OF THE POLICY**

This Policy will be reviewed and may be amended from time to time based on the needs and experiences of our workplace.

**ACKNOWLEDGEMENT & AGREEMENT**

I acknowledge that I have read, understand, and agree to abide by the Personal Cell Phone Reimbursement Policy.

**SIGNATURE:** \_\_\_\_\_  
Employee

**NAME:** \_\_\_\_\_  
Print

**DATE:** \_\_\_\_\_