

Employee Cell Phone Allowance Policy

Employees whose job duties include the frequent need for a cell phone for ENPOINTE business purposes may receive extra compensation in the form of a cell phone allowance to cover business-related costs on their personal cell phone.

In addition, ENPOINTE Companies shall maintain and issue a limited number of cell phones assigned to specific individuals. *These phones are primarily intended to be used for ENPOINTE work purposes and personal use of these phones should be minimized.* **Eligibility:** Employees eligible for a cell phone allowance include full-time employees whose job duties regularly require emergency call back, irregular work hours or other job related factors that require the employee to routinely utilize a cell phone to enhance their ability to perform their job duties. Executives or Department Managers shall recommend which employees within their departments qualify for a cell phone allowance. The V.P. of Finance shall give final approval on all cell phone allowances.

Allowance Amount: The standard monthly cell phone allowance amount shall be \$50.00.

Allowance Payment: The approved cell phone allowance will be paid on the first pay period of the month as part of the employee's paycheck. This allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay due to salary increases, promotions, etc.

Employee Responsibilities: The employee must retain an active cell phone with strong coverage for phone calls, text messages and data access as long as a cell phone allowance is in place. The employee must provide ENPOINTE with their current cell phone number and immediately notify ENPOINTE if the number changes. Employees receiving a cell phone allowance are expected to respond when called for company business.

Employees may choose the cellular service provider and plan design of their choice. If available from the Company's contracted cellular service provider, employees may be eligible to take advantage of discounts for their personal service plans if they utilize the same provider as the Company. The Company accepts no responsibility for

- the purchase of cell phones, and related cell phone equipment,
- the purchase of cell phone/mobile data plans
- the payment of related charges for cell phone/mobile data plans,
- the payment of cell phone/mobile data plan charges for contract cancellations or delinquent payments to a provider.

Note: Before an employee can access ENPOINTE email from a mobile device, the employee must read and sign the ENPOINTE Mobile Device Policy/Agreement. (IT003)

Employee Cell Phone Allowance Form

Action: _____ New _____ Stop

Employee name: _____

Job title: _____

Justification: _____

Note: Effective date will be the first check date of the month after receipt of this form in HR/payroll
(If reimburse form is received May 20th, allowance will be paid the first paycheck in June)

Requesting Manager's Signature: _____ Date: _____

V.P. Approval: _____ Date: _____

V.P. of Finance Approval: _____ Date: _____

Returned completed/signed form to Human Resources

For Use by HR only

Date received: _____

Check date of first reimbursement: _____

Monthly Reimbursement Amount: _____