



## **Mobile Phones Reimbursement**

### **Rationale**

A procedure must exist that ensures SAMU employees are adequately compensated for business communication over personal mobile phones.

### **Definitions**

SAMU's **fiscal quarters** are January-March, April-June, July-September, and October-December.

### **Regulations**

**1** Employees whose jobs require them to use mobile phones for SAMU business use their personal mobile phones for business use and are provided an allowance.

**1.1** The General Manager receives a mobile phone allowance of \$45.00 per month.

**1.2** Full time employees whose job requires them to use a mobile phone for SAMU business may receive a mobile phone reimbursement of either \$25.00 or \$45.00 per month according to need and as determined by the General Manager.

**1.3** Eligible employees will receive their reimbursement at the conclusion of each fiscal quarter.

**1.4** Employees receiving a reimbursement must have their mobile phone number included on the internal contact list.

**1.5** Employees who are provided a SAMU mobile phone are not eligible to receive a reimbursement.



## Fact Sheet

### Approvals:

First Approval – October 11, 2013

Last Approval – March 25, 2020

**Review By:** March 25, 2021

### Source and Updates:

October 11, 2013: *Mobile Phones Allowance* approved by Executive Committee motion E2013-10-11-8 upon recommendation of the Procedure Review Ad Hoc Committee. *Mobile Phones Allowance* adapted from *Operational Policy 5 – Mobile Phones*.

November 18, 2015: *Mobile Phones Allowance* approved by Executive Committee motion E2015-11-18-5 upon the recommendation of the Procedure Sub-Committee.

August 2, 2018: *Mobile Phones Allowance* approved by Executive Committee motion E2018-08-02-6 on the recommendation of the Procedure Sub-Committee. Removed requirement to submit cheque requisition form to receive allowance.

March 24, 2020: *Mobile Phones Reimbursement* approved by Executive Committee motion E2020-03-25-2 on the recommendation of the Procedure Sub-Committee. Changes include: procedure renamed from “Allowance” to “Reimbursement”, requiring any employee who receives a reimbursement to have their phone number included on the internal contact list, and identifying that any employee who is provided with a SAMU mobile phone is not eligible to receive a reimbursement.

### Related Documents: