

**Upper Cumberland  
Local Workforce Development Board  
POLICIES AND PROCEDURES**

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Title: Cell Phone Stipend for Business Service Team (BST) Employees

Date of Adoption: March 14, 2023

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**PURPOSE:**

**POLICY:**

**Section I. Definitions**

- A. **Business Service Team:** for the purpose of this policy, the Business Service Team (BST) refers only to business services employees working on the Empower Upper Cumberland project funded by TANF.

**Section II. Policy**

Due to the extensive travel required by the Empower Business Service Team, the UCLWDB recognizes the need for these employees to use personal cell phones for work-related communications. To offset the potential for additional costs incurred as a result of the increased usage of personal cell phones in the course of business, the Business Service Team will be eligible for a monthly cell phone stipend.

- A. The amount of the cell phone stipend is \$50/month.
  - 1. BST employees must be in an active state of employment for the entire month to qualify for the full amount of the stipend.
  - 2. The stipend amount may be pro-rated for partial months worked.
- B. The cell phone stipend is payable to eligible employees for the entirety of the TANF grant, retroactive to November 1, 2022.
- C. Submission of acceptable documentation to the Fiscal Agent, such as a cell phone bill, is required for reimbursement. Documentation of the expense shall be submitted in the month it is incurred.


1. A one-time exception will be made for the months of November 2022 through March 2023. Eligible employees shall submit appropriate documentation for these months in March 2023 for reimbursement.
- D. The cell phone stipend is considered an expense reimbursement and is processed separately from regular payroll.
  - E. The cell phone stipend is contingent upon statutory regulation and sufficient available funding.

**ATTACHMENTS:** None

**EFFECTIVE DATE:** November 1, 2022

**DURATION:** October 31, 2025

**CONTACT:** For questions regarding this policy, contact Becky Hull, Executive Director, Upper Cumberland Local Workforce Development Board at [bhull@ucworkforce.org](mailto:bhull@ucworkforce.org)

  
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Board Chairperson, UCLWDB