BARRETT TOWNSHIP
MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 102826B

A RESOLUTION ESTABLISHING A POLICY FOR REIMBURSEMENT OF EMPLOYEE USE OF PERSONAL CELL PHONES FOR TOWNSHIP BUSINESS

WHEREAS, Barrett Township recognizes that certain Township employees may be required or permitted to use their personal cellular telephones for legitimate Township business; and

WHEREAS, the Township desires to establish a uniform reimbursement policy to compensate eligible employees for the business use of their personal cellular telephones; and

WHEREAS, the Board of Supervisors has determined that a monthly reimbursement of Twenty-Five Dollars ($25.00) is reasonable compensation for eligible employees who use their personal cellular telephones for Township business;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Barrett Township, Monroe County, Pennsylvania, as follows:

SECTION 1. PURPOSE

The purpose of this Resolution is to establish a uniform policy for reimbursement to eligible Township employees who use a personally owned cellular telephone for authorized Township business.

SECTION 2. ELIGIBILITY

An employee may receive the monthly cell phone reimbursement when the employee's position or assigned duties require or reasonably benefit from the use of a personal cellular telephone for Township business, as determined and approved by the Board of Supervisors.

Eligibility shall be based upon the employee's business need and shall not be considered an automatic benefit available to all Township employees.

SECTION 3. REIMBURSEMENT RATE

An eligible employee shall receive a reimbursement of Twenty-Five Dollars ($25.00) per month for the authorized use of the employee's personal cellular telephone for Township business.

The reimbursement shall be paid once a month via check, as determined by the Township.

SECTION 4. CONDITIONS OF USE

Employees receiving the reimbursement are expected to maintain an active personal cellular telephone service capable of reasonably supporting the Township's business needs associated with the employee's position.

The reimbursement is intended to offset the employee's costs associated with maintaining and using a personal cellular telephone for authorized Township business. It does not constitute payment for ownership of the telephone or a guarantee of reimbursement for the employee's entire cellular telephone bill.

Employees shall use reasonable care when conducting Township business on personal devices and shall comply with applicable Township policies concerning confidentiality, public records, records retention, and information security.

SECTION 5. NO ADDITIONAL REIMBURSEMENT

The monthly $25.00 reimbursement is intended to cover ordinary business use of the employee's personal cellular telephone. An employee receiving this reimbursement shall not receive additional reimbursement for ordinary cellular telephone service unless separately authorized by the Board of Supervisors.

SECTION 6. TAX TREATMENT

The Township shall administer the reimbursement in accordance with applicable federal, state, and local laws and regulations. The Township's payroll or tax adviser may determine whether any portion of the reimbursement must be treated as taxable compensation.

The Township recognizes that federal tax treatment of employee cell-phone reimbursements may depend upon the circumstances and manner in which the reimbursement is provided.

SECTION 7. APPROVAL AND MODIFICATION

The Board of Supervisors may establish, modify, suspend, or terminate an employee's eligibility for the reimbursement based upon the employee's job duties, operational needs, or other legitimate Township considerations.

The Board of Supervisors may amend this policy at any time by resolution or other action permitted by law.

SECTION 8. PERSONAL OWNERSHIP

Payment of the reimbursement does not give the Township any ownership interest in the employee's cellular telephone, cellular telephone account, or personal cellular service plan.

SECTION 9. EFFECTIVE DATE

This Resolution shall become effective immediately upon adoption and shall remain in effect until amended or repealed by the Board of Supervisors.

SECTION 10. SEVERABILITY

If any provision of this Resolution is determined to be invalid or unenforceable, such determination shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

RESOLVED AND ADOPTED

This Resolution was duly adopted by the Board of Supervisors of Barrett Township, Monroe County, Pennsylvania, this 28th day of October 2026.

ATTEST

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BOARD OF SUPERVISORS OF BARRETT TOWNSHIP

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