

# **STOCKBRIDGE HOUSING AUTHORITY**

## **CELL PHONE POLICY**

It is the policy of the Stockbridge Housing Authority (SHA) to pay a basic monthly fee for cell phone usage by SHA employees whose positions warrant such use.

The Executive Director (ED) is responsible for setting the monthly fee for each employee, which shall be the percentage the ED determines is SHA-related usage.

The Stockbridge Housing Authority will pay this fee to employees by check monthly and upon receipt of their current cell phone bill. A copy of the cell phone bill will be retained in the SHA files along with the check stub.

Approved by the Stockbridge Housing Authority Board of Commissioners on February 16, 2016.

