

## Valleywise Health Administrative Policy & Procedure

Effective Date: 02/05

Reviewed Dates: 02/13

Revision Dates: 01/09, 02/11, 10/14, 11/16, 10/18, 08/20

Policy #: 99103 G – Governance

Policy Title: Cellular Phone Service Plan Stipend

Scope:  District Governance (G)  
 System-Wide (S)  
 Division (D)  
 Multi-Division (MD)  
 Department (T)  
 Multi-Department (MT)  
 FQHC (F)

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### Purpose:

To provide the Board of Directors of the Maricopa County Special Health Care District a policy on the guidelines, criteria and conditions for receiving a cellular phone service plan stipend.

### Policy:

1. Valleywise Health does not purchase or issue cellular phones to Board members.
2. The Board member may request a pre-determined stipend amount of up to \$55 per month for use of his/her personal cellular phone for District business use. This stipend is designed to help compensate the Board member for the District business use portion of his/her cellular phone service plan. The Board member will have the opportunity to select the receipt of the stipend on an annual basis. The stipend will be determined as follows:

Plan Options	Monthly Stipend
<b>Voice Plan</b> – a subscription with a cellular provider for voice communication capabilities	\$50.00
<b>SMS Text Messaging Plan</b> – a subscription with a cellular provider for Short Message Service (SMS) communication	\$5.00

3. The Board member agrees to purchase/maintain a cellular phone and service plan.
4. The Board member will be responsible for his/her cellular phone maintenance, service plan and all charges related to use.
5. The District will not reimburse the Board member for any equipment, monthly access or initial –costs related to the cellular phone’s activation.
6. Valleywise Health does not support any non-Valleywise Health owned cellular phone.
7. Use of cellular phones within the confines of Valleywise Health facilities may be restricted and/or controlled by other Valleywise Health policies.
8. Use of a cellular phone camera can be in violation of HIPAA regulatory law if an image contains Protected Health Information.
9. Personal cellular phone records may be subject to Arizona Public Records Laws.

**Procedure:**

1. The Board member will need to purchase a cellular phone from any service provider along with a service plan.
2. The Board member receiving reimbursement does not need to provide a copy of the monthly cellular plan invoice to Valleywise Health.
3. Cellular phone service plan stipends will be charged against the Board Office cost center.
4. On an annual basis, the Board member will need to complete a Payment Authorization Form, selecting the option to receive a monthly cellular phone service plan stipend. Stipends will be paid on the first pay period of the following month.

**References:** Payment Authorization Form

**Valleywise Health Policy & Procedure - Approval Sheet**  
(Before submitting, fill out COMPLETELY.)

**POLICY RESPONSIBLE PARTY:** Maricopa County Special Health Care District  
Board of Directors

**DEVELOPMENT TEAM(S):** Clerk's Office

**Policy #:** 99103 G – Governance

**Policy Title:** Cellular Phone Service Plan Stipend

**e-Signers:** Melanie Talbot, Chief Governance Officer and Clerk of the Board

**Place an X on the right side of applicable description:**

**New -**

**Retire -**

**Reviewed -**

**Revised with Minor Changes - X**

**Revised with Major Changes -**

**Please list revisions made below:** (Other than grammatical changes or name and date changes)

**Reviewed and Approved by in Addition to Responsible Party and E-Signer(s):**

**Committee:** N/A

**Committee:** N/A

**Committee:** N/A

**Reviewed for HR:** N/A

**Reviewed for EPIC:** N/A

**Other:** N/A

**Other:** N/A

**Other:** N/A