

Valleywise Health Administrative Policy & Procedure

Effective Date: 02/05

Reviewed Dates: 02/13, 08/22, 08/24

Revision Dates: 01/09, 02/11, 10/14, 11/16, 10/18, 08/20, 08/26

Policy #: 99103 G – Governance

Policy Title: Cellular Service Stipend

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

Purpose:

To establish a policy governing the eligibility, administration, and payment of a cellular service stipend for members of the Board of Directors of the Maricopa County Special Health Care District who use personally owned cellular phones for District business purposes.

Policy:

1. Valleywise Health does not provide cellular phones to Board members.
2. Board members may elect to receive a monthly stipend to offset the cost of using their personal cellular phone for District business purposes and consists of the following components:

Plan Options	Monthly Stipend
Voice Service Plan – <i>Wireless service that provides communication capability</i>	\$50.00
Text Messaging Plan – <i>Wireless service that provides Short Message Service (SMS) capability</i>	\$5.00

3. Board members receiving the stipend are responsible for obtaining and maintaining their own cellular phone and wireless service plan.
4. Board members are responsible for all cellular phone maintenance, service plan costs, and charges associated with use of their personal cellular phone.

5. The District will not reimburse Board members for equipment purchases, monthly access charges, activation fees, or other costs associated with obtaining or maintaining a personal cellular phone.
6. Valleywise Health does not provide technical support, maintenance, or troubleshooting services for personally owned cellular phones.
7. Use of cellular phones within Valleywise Health facilities may be subject to restrictions established by other Valleywise Health policies.
8. Use of cellular phone cameras or other recording capabilities may result in a violation of HIPAA requirements if Protected Health Information is captured, accessed, used, or disclosed without appropriate authorization.
9. Communications, records, or information created, received or maintained on a personal cellular phone related to District business may be subject to disclosure under Arizona Public Records Laws.

Procedure:

1. Board members receiving the stipend are responsible for obtaining and maintaining their own cellular phone and wireless service plan.
2. Board members are not required to submit monthly cellular service invoices to receive the stipend.
3. Cellular service stipends will be charged against the District Board Office cost center.
4. Annually, Board members must complete a Payment Authorization Form electing whether to receive the cellular service stipend. Stipends will be paid beginning with 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: Chief Governance Officer and Clerk of the Board

DEVELOPMENT TEAM(S): Clerk's Office

Policy #: 99103 G – Governance

Policy Title: Cellular Service 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 -

Revised with Major Changes - X

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

Revised for clarity of policy and procedure; used current terminology, removed references of reimbursement since it's a stipend; not a reimbursement

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: Maricopa County Special Health Care District 08/26
Board of Directors