

Personal Cell Phone Reimbursement (UASF Crisis Distance Learning MOU)

Purpose	This UASF Crisis Distance Learning MOU governs the use of, and payment for, cell phones required for District business for UASF unit members. These terms are subject to negotiation with each exclusive representative and supervisors are encouraged to consult with Labor Relations to determine policies and rules applicable to each group of represented employees.
Amount	\$50.00
Pay Frequency	Reimbursement will be paid at the end of the month, provided the form is completed and submitted by the 15th of the month.
Rule/Agreement	UASF Crisis Distance Learning MOU
Eligibility	- UASF unit members including: - Principals - Assistant Principals - Supervisors - Program Administrators
Application Instructions	- Please download and complete the Personal Mobile Device for District Business Reimbursement Request form. - Please have your supervisor sign the completed form. - Please email the completed and signed form to salary@sfusd.edu
Rules/Deadlines	- Forms must be completed and signed by both the employee and their supervisor. Incomplete forms will be returned. - Forms received before the 15th of the month will be paid on the current month's paycheck. - Forms received after the 15th of the month will be paid in the following month. - Employees who transfer to a job classification represented by a different bargaining unit or separate with the district will no longer be eligible to receive the reimbursement. - Employees will not receive the stipend while on leave without pay. - School term or seasonal employees will not receive the stipend during non-service months (ie summer break). - If an employee is no longer required to use a cell phone for work-related business (either personal or distributed), the employee will no longer receive the reimbursement. - For personal cell phone use, the authorizing supervisor shall, from time to time, verify that the employees' cell phone contract is active. - The salary office may require annual recertification from an employee's supervisor to continue receiving the reimbursement.
Supporting Docs	Personal Mobile Device for District Business Reimbursement Request Form UASF Crisis Distance Learning MOU