


<b>Title:</b>	<b>Cellular Phone Monthly Reimbursement</b>				
<b>Department:</b>	<b>Accounting</b>	<b>Approval Date:</b>	<b>2/23/17</b>	<b>Revision Date:</b>	
<b>Approved By:</b>			<b>Date Approved:</b>		
			02-23-2017		

**1. PURPOSE**

For qualified employees to receive a monthly cellular reimbursement for their cellular telephone should they choose to remain on their personal plan in lieu of transferring to the company cellular plan upon date of hire.

**2. SCOPE**

This policy affects employees within the company that are required to be accessible via cellular telephone contact as outlined in their job description and/or scope of work.

**3. DEFINITIONS**

- 3.1 Company/Companies = Hendry Marine Industries, LLC, Gulf Marine Repair Corp., Port Staffing, Inc., Universal Environmental Solutions, LLC
- 3.2 Human Resources Director = HRD
- 3.3 Policy and Procedure = PnP

**4. RESPONSIBILITIES**

- 4.1 It is the responsibility of the the immediate supervisor or HRD to initiate the Cellular Phone Monthly Reimbursement PnP.
- 4.2 It is the responsibility of the Controller to implement the payroll reimbursement process.
- 4.3 The HRD is responsible for notifying the Controller of any employee changes including termination.

**5. POLICY/PROCEDURE**

To provide employees who qualify for a company cellular phone required for their position to receive a set monthly reimbursement fee through payroll which is \$50.00.

- 5.1 This PnP is to establish a monthly cellular phone reimbursement fee for qualified employees who do not have a company supplied phone.
- 5.2 Upon hiring, the supervisors and HRD will discuss the specific needs and requirements for cellular telephone usage for the position with the new employee.
- 5.3 The new employee, if qualified, will be given the option of the monthly cellular phone reimbursement fee through payroll, or switching their existing plan over to the company cellular plan.
- 5.4 The HRD will direct the employee to the proper personnel for a new phone should the employee choose to be included on the company plan.

- 5.5 The supervisor or HRD will submit the Request for Monthly Cellular Reimbursement to the Controller to be implemented into the payroll process.
- 5.6 The monthly cellular reimbursement will occur through payroll on the 2<sup>nd</sup> week of each month thereafter.
- 5.7 Upon termination, the HRD or Administrative Assistant will notify the Controller to STOP the monthly reimbursement.

## **6. ADMINISTRATION**

**To be administered by the Accounting Department.**

## **7. REFERENCE ITEMS**

- 7.1 Cellular Monthly Reimbursement Form (all companies)
- 7.2 Cellular Monthly Reimbursement Fee = \$50.00/month