

Cell Phone Stipend Policy

THIS POLICY

Policy Number: HR-814
Effective Date: 6/9/2025

REPLACES POLICY

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POLICY:

Wesley Woods has a policy to offer a cell phone stipend to approved employees who use their personal cell phones for work-related purposes. These roles require employees to maintain constant communication with the company.

For these employees, Wesley Woods, at its sole discretion, may issue either a company cell phone or provide a monthly stipend for cell phone expenses. Any company issued phone will remain the property of Wesley Woods Senior Living or its affiliate.

PROCEDURE:

Company Issued Phone

All company cell phones will be issued at the managers' discretion upon approval by the CFO.

Reimbursement of Personal Cell Phone Expense

With prior approval, employees in designated positions may use their personal cell phones for company business and receive a stipend to cover phone expenses. The community administrator must authorize the use of the employees' personal cell phones for this purpose.

Reimbursement Amount

Employees may be provided with a fixed monthly stipend.

The standard stipend amounts are based on anticipated usage reflected by the position:

- **\$12.50 on a bi-weekly basis over 24 pay periods (\$25.00 monthly) or**
- **\$25.00 on a bi-weekly basis over 24 pay periods. (\$50.00 monthly)**

Termination of Reimbursement

If an employee's role no longer requires the use of a personal cell phone for work, the stipend will cease. Employees are required to notify HR or Finance if their phone number changes or if they discontinue service.

Guide: Criteria for \$50 vs \$25 Stipend

To ensure fairness and clarity, the following guidelines define what merits a \$50 stipend compared to a \$25 stipend:

\$50 Stipend

This amount is provided for roles requiring:

- Constant communication or data access
- High frequency use for work-related tasks
- **Examples:**
- The role oversees programs that require oversight 24/7
- The role involves frequently traveling off site with residents

\$25 Stipend

This amount is provided for roles requiring:

- Intermittent but necessary contact
- Intermittent but necessary data access
- Intermittent use of their cell phone for work related tasks
- **Examples:**
- Role oversees a program or service that does not require 24/7 oversight
- The work conducted is primarily within the community with little work travel

Approved By: Terry Barcroft/President, CEO, Wesley Woods, Inc.

Date Reviewed: 6/9/2025 Doris Billingsley, VP Human Resources/CPO