

TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting and Human Resources

DATE: July 9, 2025

AGENDA ITEM TOPIC: Treasury department phone stipends

Number of Supporting Documents: 0

Requested Action

Motion to approve an administrative cell phone stipend in the amount of \$50.00 per month for Treasurer Daniels, effective July 1, 2025, and a supervisory cell phone stipend in the amount of \$35.00 per month for Deputy Treasurer Thornton, effective July 2, 2025.

Background

Per the Administrative Policies and Procedures Manual section 4.14(d) cell phone stipends will be established by a majority vote of the Township Board. It has been Township practice, and is budgeted for, that the Treasurer receives the administrative stipend in the amount of \$50.00/month, and that the Deputy Treasurer receives the supervisory stipend in the amount of \$35.00/month.

1. **Administrative Stipend;** an executive level or critical employee that "must have" cellular phone service for emergency contact. This position or work assignment has a high level of responsibility and accountability for delivery of government services. This employee requires an extremely high volume of demand for communication with subordinates, business partners, and citizens.
2. **Supervisory Stipend;** = a management or supervisory level employee who "needs to have" cellular phone service while either on call or in a position to give 24-hour work direction to others. These employee responsibilities require regular and ongoing need for accessibility and communication either throughout the workday and while off duty.
3. **Staff Stipend;** a front-line employee where it is convenient to have cellular services to enhance the productivity and efficiency of Township services.

Employee Owned Cell Phones

Stipend Level	Monthly Stipend Rate
Administrative	\$50.00
Supervisory	\$35.00
Staff	\$20.00