

**TO:** Board of Trustees

**FROM:** Michelle DeLancey, Director of Accounting and Human Resources

**DATE:** July 17, 2025

**AGENDA ITEM TOPIC:** Accounting Specialist phone stipend

Number of Supporting Documents: 0

### **Requested Action**

Motion to approve a staff cell phone stipend in the amount of \$20.00 per month for Accounting Specialist Miller, effective August 1, 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. Due to changes that were implemented with our primary bank over a year ago Mrs. Miller utilizes her cell phone Monday through Saturday. The feature that was implemented is *Positive Pay* which is a fraud prevention service designed to protect the Township from check and ACH/EFT fraud.

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