



Temporary Guideline			
Title:	Personal Cell Phone Usage Allowance		
Policy #:	Temporary Guideline		
Issuing Dept.:	Telecommunication / Finance	Effective Date:	3/19/2020
Approved by:	VP, Human Resources	Revision Date:	
Distribution:	<input checked="" type="checkbox"/> AltaMed Health Services Corporation	Review Date:	

Purpose

To document AltaMed's ("Company") temporary guideline for Personal Cell Phone Usage allowance. This policy is subject to modification in response to any Company-recognized National, State, Local or business emergency.

1. Guideline


1. Eligible employees may qualify for a monthly reimbursement on a temporary basis ("Allowance") to cover the use of personal cellphones for business purposes.
2. Recipients of the Allowance will be required to obtain their own mobile communication device and service contract and install the Company's application Maas360 and any other software deemed necessary by the Company.
3. The employee's Line of Business Vice President is responsible for determining the eligibility of an employee to receive the Allowance.
4. The Chief Financial Officer ("CFO") has determined the monthly Allowance; currently set at a maximum of forty-five dollars (\$45.00) per month. This amount may be prorated based on the number of business days the employee worked remotely for the month. If employee's business expense for personal cell phone usage exceeds the maximum Allowance, the employee may submit a request for the additional expense by providing an itemized invoice of cell phone usage to demonstrate the business related expense.
5. Company's Information Systems ("IT") department may view any files, including email messages, incidental to setting up, maintaining and troubleshooting system problems.
6. Employee receiving an Allowance is responsible for all damages, including loss or theft, to their personal cell phone.
7. Employee agrees to carry the cell phone with them and keep it in operational condition when the employee is expected to use the cell for business purposes.
8. Personal cell phone voice mail greetings must be professional, e.g.: *'You have reached <<employee name>> at AltaMed <<department name>>. Please leave a detailed message and I will return your call promptly'.*

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9. All Company policies are applicable and enforced, including but not limited to the Acceptable Use, Email, Data Security, Mobile Data, and Meal & Rest Period policies.
10. Business cell phone usage is considered time worked; non-exempt employees must record all time worked. Additionally, all overtime must be pre-approved by employee's Supervisor.
11. Employees must maintain patient and general confidentiality when using the personal mobile device, as specified in Company's Policy.
12. All personal mobile devices should be secured with a password or numerical passcode, which may not be shared. Employees are responsible for the security of their password. Employees must immediately report any breach of security or confidentiality to their Supervisor.
13. Proprietary information, Protected Health Information or information that is considered sensitive or vulnerable must be encrypted and transmitted using Company's installed encryption software, Maas360. Company data, including employee contact information, may only be stored within Maas360.
14. Virus protection software installed by Company must be enabled at all times.
15. Upon separation, IT will IMMEDIATELY deactivate the Maas360 application. Employee will delete all institutional data that is stored outside of Maas360.

2. Monthly Allowance Request Instructions

- 2.1 Line of Business Vice President determines eligibility for an Allowance.
- 2.2 Line of Business Vice President approves or rejects Allowance and signs form.
- 2.3 IT will install Maas360 onto personal cell phone device.
- 2.4 Employee will open an IT WorkOrder (ITWorkOrder@altamed.org).
- 2.5 Employee is responsible for submitting monthly reimbursement expenses and must attach a copy of the approved Allowance form and their monthly cell phone bill.

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