

General Personnel

District Cell Telephones/District Vehicles

It shall be the policy of Granite City C.U.S.D. #9 to assess employees who are assigned District-furnished cell telephones and District-furnished vehicles according to guidelines of the Internal Revenue Service (IRS) specific to employee fringe benefits.

Cell telephone users shall pay a monthly payroll deduction for the use of this equipment. (For the 2003 – 2004 calendar year this amount is \$5.00 per month). Employees utilizing District vehicles for personal use shall be provided a Form – 1099 at the conclusion of each calendar year equal to the then current IRS guidelines. (For the 2003 – 2004 calendar year this amount is \$3.00 per working day).

This policy shall be implemented on the first working day of the employee's 2003 – 2004 year. The above amounts shall be adjusted annually according to IRS guidelines.

ADOPTED: 7/22/03

REVIEWED: 9/11/07