



GREAT REDWOOD TRAIL AGENCY

MEETING DATE: December 5, 2024

AGENDA ITEM: 7. Resolution 2024-13 Personal Cell Phone Use Stipend to the NCRA Administration and Contracting Policy Manual

FROM: Elaine Hogan

RE: Resolution 2024-13 Personal Cell Phone Use Stipend

EXECUTIVE SUMMARY:

The proposed resolution would add a section to our policy manual to provide a monthly stipend of \$30 to GRTA employees who use their personal cell phone for agency business.

BACKGROUND:

GRTA does not provide cell phones for employees. Employees use their personal cell phones to access apps we subscribe to for business purposes and to use the GRTA phone line. Given that cell phones are needed to conduct agency business and employees are expected to use their personal devices, there is a need for GRTA to implement a policy to provide a monthly stipend to employees who use their personal cell phone for business purposes.

Section 0400 of the NCRA Administration and Contracting Policy Manual covers travel and the various types of reimbursements staff are eligible for. Resolution 2024-13 proposes to add a new section, "0402 Personal Cell Phone Use Stipend," to the manual with the following language:

"If GRTA employees are provided with an agency cell phone for business use, that cell phone is expected to be used for all necessary business purposes and employees are not required to use their personal cell phones for any business use. Accordingly, such employees will not be provided with a stipend to compensate for the use of their personal cell phone.

If GRTA employees are not provided with a cell phone and are required to use their personal cell phones for GRTA business, a monthly stipend of \$30 will be issued through payroll."

FISCAL IMPACT:

\$30/month per employee, which would be \$720/year with current staffing level of two employees.

RECOMMENDATION:

Approve Resolution 2024-13 to Add Section "0402 Personal Cell Phone Use Stipend" to the NCRA Administration and Contracting Policy Manual.

ATTACHMENTS:

A. RESOLUTION 2024-13

Resolution No. 2024-13

Resolution No. 2024-13
Personal Cell Phone Use
Stipend

WHEREAS, GREAT REDWOOD TRAIL AGENCY (“GRTA”), formerly named the North Coast Railroad Authority (“NCRA”), created and governed by the terms of California Government Code Section 93000 et seq., adopted the NCRA Policy and Administrative Contracting Handbook (“Handbook”) in 2007, which has been amended from time to time; and

WHEREAS, the Handbook sets forth policies that govern various types of employee benefits, reimbursements and equipment use; and

WHEREAS, in order to reflect the operational needs of GRTA and compensate employees for the use of personal devices to conduct agency business, the Board of Directors desires to update the policies set forth in the Handbook to provide a stipend to employees who use a personal cell phone for agency business;

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
GREAT REDWOOD TRAIL AGENCY** as follows:

1. Section 0402 Personal Cell Phone Use Stipend is hereby added to the Handbook with the following language:

"If GRTA employees are provided with an agency cell phone for business use, that cell phone is expected to be used for all necessary business purposes and employees are not required to use their personal cell phones for any business use. Accordingly, such employees will not be provided with a stipend to compensate for the use of their personal cell phone.

If GRTA employees are not provided with a cell phone and are required to use their personal cell phones for GRTA business, a monthly stipend of \$30 will be issued through payroll."

Introduced and adopted this ____ day of _____, at a meeting of the Board of Directors of Great Redwood Trail Agency by the following vote:

AYES:

NOES:

ABSENT:

GRTA Chair

ATTEST:

GRTA Executive Director
Elaine Hogan