

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

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SUBJECT: CELL PHONE AND DATA PLAN REIMBURSEMENTS

CATEGORY: FISCAL

Policy

As of July 1, 2023, cell phone and data plan reimbursement for new employees is discontinued. Employees receiving the reimbursement as of July 1, 2023, will continue to receive reimbursement until they no longer occupy a position which is approved for reimbursement or listed in Section I.A., subject to approval by the Director.

It is therefore the policy of the IDJC that a monthly communication service reimbursement be paid to eligible employees until no longer eligible. Authorization for reimbursement shall not impact job duties or requirements, i.e., individuals with cell or data plan reimbursements are not to be considered "on call" unless their position otherwise requires it, as determined by the Time Records and Reporting (350) policy/procedure.

Operating Procedures

I. Communication Service Reimbursement

- A. A data plan reimbursement is offered to employees in the following positions on July 1, 2023:
 - 1. IDJC Director
 - 2. IDJC Leadership Team members
 - 3. District Liaisons
 - 4. Juvenile Service Coordinators
- B. Cell phone reimbursement is offered to employees not identified in I.A. who are receiving the reimbursement on July 1, 2023, and is based on need for job performance and efficiency, if approved by the Statewide Administrator of Facility Operations or Director.
- C. Employees in this section who are on extended leave from work for a month or longer may have the reimbursement suspended until their return to work, at the discretion of the Division Administrator. Examples of leave may include, but are not limited to, medical, military deployment or administrative leave.

- D. The data plan reimbursement for the Director is up to \$100 per month. The data plan reimbursement for the other listed positions in section I.A. will not exceed \$75 per month. Cell phone reimbursement will not exceed \$35 per month.
- E. Employees receiving communication service reimbursement are responsible for all costs of their service plan.
- F. Cell phone agreements that utilize pre-paid loadable cards are ineligible for cell phone reimbursement.
- G. Division Administrators are responsible for determining ongoing budget availability.
- H. Individual exceptions to this policy may be made by the Statewide Administrator of Facility Operations or the Director.

II. Reimbursement Procedure

- A. Employees are required to submit their reimbursement request through expense management within 15 days of the end of the month.
- B. The expense report must include a copy of the month's cell phone billing summary for the employee's line. At a minimum, the billing summary must include the provider name, employee name, phone number, service dates, and costs for their line. For family plans, the reimbursable amount will be the cost divided by the number of lines.
- C. The reimbursement may be revoked at any time by the Division Administrator, Statewide Administrator of Facility Operations, or Director.
- D. Any employee who uses a personal cell phone in the course of business will be reimbursed only for the amount of business minutes used that exceeds the personal plan minutes, as applicable.

For example:

Employee A has a monthly plan that allows 300 anytime minutes. Employee A travels to Lewiston. Employee A gets a business-related call that takes 20 minutes to complete. At the end of the month, Employee A had 312 minutes charged on the personal plan. The Department will reimburse the employee for the 12 minutes that Employee A went over on the personal plan. The 12 minutes is submitted on an expense report for reimbursement with a copy of the bill containing the overage and a written explanation for the cause of the overage.

- E. In addition to the communication service reimbursement, IDJC maintains "check-out" cell phones at all three facilities. Check-out phones are for staff who need phone access during the performance of their duties but don't qualify for the reimbursement. Check-out phones may be used for transports, duty officers, and traveling staff.
- F. In the event of an IDJC emergency, as declared by the Director, or designee, any personal cell phone or data usage deemed necessary by the Director, or designee, for the continued operations of the IDJC qualifies for reimbursement under this policy.

Reference: [Glossary of Terms and Acronyms](#)

Desk Manual(s): *None*

Related Policies: [Time Records and Reporting](#) (350)
[Travel](#) (200)

Related Forms: *None*