Eastwood Park Academy Trust (EPAT)

EPAT

Believe Succeed Together

Mobile Phone and other Telecommunication Expenses Policy

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1.0 Contribution to Personal Mobile Phone Contracts

The Trust has determined that personal mobile phone contracts offer better value for money than business contracts. Subject to an employee having a legitimate business case for requiring a mobile phone for the purposes of Trust-related work, a contribution to their monthly personal contract costs will be made by the relevant constituent academy.

One or more of the following criteria must be met when assessing eligibility for a legitimate business case:

- The member of staff is required to be available outside business hours for business continuity reasons and/or to assist with critical functions e.g. responding to emergency instances or responding to ICT or building infrastructure problems.
- The member of staff is required to make frequent and/or prolonged travel away from their place of work.
- There is an identifiable and proportionate benefit to the organisation.

2.0 Level of Contribution

Unless in exceptional circumstances, the maximum monthly contribution is £32.

No contribution will be made for upgrading the employee's mobile phone.

Any additional contributions, in regard to telecommunications technology, must be approved by the employee's line manager and sanctioned by the Principal before reimbursement can be made.

3.0 Method of Payment

All payments in respect of telecommunications will be made via monthly payroll. This will ensure that the Trust complies with HMRC guidance with the employee and employer paying the correct Class 1 National Insurance contributions and PAYE tax. Prior to payment being made, the employee is required to give a copy of their mobile contract to their constituent academy.

4.0 Review

The level of contribution will be reviewed annually.

The employee will be required to provide their constituent academy with a copy of their new mobile contract.