LOUISIANA HOUSING CORPORATION

PERSONNEL POLICY NO. 40

SUBJECT: CELLULAR PHONE UTILIZATION AND REIMBURSEMENT

I. POLICY:

CORPORATION-ISSUED CELLULAR PHONES
It shall be the policy of the Louisiana Housing Corporation that all requests for Corporation-issued cellular phones be authorized by the Appointing Authority and that utilization shall be in compliance with the guidelines and procedures established in this policy including:

A. Cellular calls should be limited to Corporation business,
B. Cellular phones should be used when no other means of communication is readily available,
C. The length of the conversation should be limited, and
D. The cell phone user must annotate a "B" for business or "P" for personal next to each call on the cell phone bill. Personal usage must be reimbursed with a check made payable to the Louisiana Housing Corporation using the following calculation:

(a) Personal Minutes within Monthly Base Plan Minutes _____
(b) Total Monthly Base Plan Minutes _____
(c) Percentage of Monthly Base Service Charge (a) ÷ (b) _____% (rounded to 2 decimal places)
(d) Total Monthly Base Service Charge shown on bill $_____
(e) Value of Monthly Base Service Charge for Personal Calls (c) × (d) $_____
(f) Long distance, Assistance, Roaming, and Other charges for personal calls $_____
(g) **Total amount due to LHC (e) + (f) $_____**

EMPLOYEE-OWNED CELLULAR PHONES
It shall be the policy of the Louisiana Housing Corporation that all requests for reimbursement of cellular phone billings be authorized by the Department Manager or the Appointing Authority and that utilization shall be in compliance with the guidelines and procedures established in the policy including:

A. Cellular calls for which reimbursement will be made must be limited to Corporation business.
B. Cellular phone calls for Corporation business-related reasons should be used only when no other means of communication is readily available.
C. The length of the conversation should be limited, reasonable and necessary, and
D. Reimbursement for business calls from an employee's personal cellular phone shall be made in the following manner:

1. An average cost per minute will be calculated and applied to the number of business call minutes. For example, if the total monthly cost is $53.34 for a 400-minute plan, then the average cost per minute would be $0.13, or $53.34/400. If the total business minutes were 95, the employee would be due $12.35, or 95x $0.13. 2. Employee requests for reimbursement shall be

made in writing and a copy of the itemized cellular phone bill indicating the business minutes to be reimbursed must be attached.

II. PURPOSE:

The Louisiana Housing Corporation understands that due to the nature of job responsibilities of certain employees, it is necessary to have a cellular phone policy that covers utilization of Corporation-issued cellular phones and which also allows employees to utilize their personally owned devices for business dictated purposes when necessary.

III. APPLICABILITY:

This policy shall be applicable to all employees of the Louisiana Housing Corporation and any authorized users of Corporation cellular phones.

IV. RESPONSIBILITY:

APPOINTING AUTHORITY is responsible for:

Approving all Corporation-issued cellular phone requests.

Holding managers under their supervision accountable for adhering to all aspects of this policy.

DEPARTMENT MANAGERS are responsible for:

Authorizing their respective department's requests for Corporation-issued cellular phones and forwarding those requests to the Appointing Authority for final approval. Reviewing and approving employee's determination of whether calls made on an employee's personally owned device was actually business related, as well as the reimbursement amount requested therefore.

Making sure that each employee under his/her supervision is:
a. Made aware of this policy and its contents,
b. Informed that he/she must abide by the terms of this policy as a condition of employment, and
c. Informed of the consequences of violation of this policy.

EMPLOYEES are responsible for:

Complying with all aspects of this policy.

ACCOUNTING Department is responsible for:

Providing a copy of the itemized monthly bill for each Corporation-issued cellular phone to each respective user in the Corporation, and assuring that:

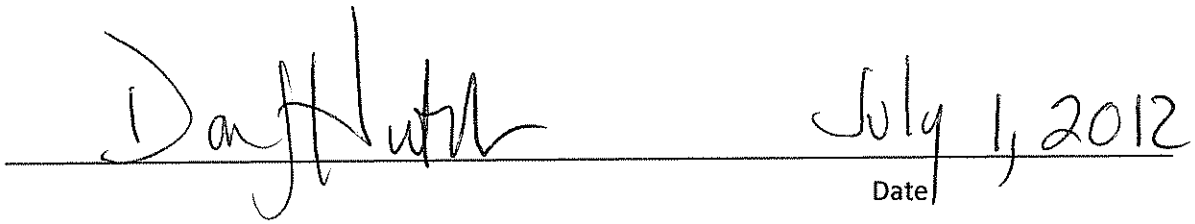
a. Each employee has reviewed and signed their respective bill acknowledging the amount of

personal costs due,
b. A check for reimbursable personal costs is attached to the reviewed bill, if necessary.
c. Signing each bill after all employees have completed their review.
d. Maintaining the bills with the acknowledgements received from authorized users in proper files.
e. At least annually reviewing the cellular plan to be sure that the most cost- effective plan is being utilized for the business needs of each authorized user, and advising the Appointing Authority.
f. Reimbursing employees as per reviewed and approved employee reimbursement requests for calls made on the employee's personally owned device.
g. Immediately depositing into the appropriate Corporation account checks received from employees for personal cellular phone usage.

V. QUESTIONS:

Questions regarding this policy should be directed to the Department Manager, or the Appointing Authority.

VI. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action.

Approved by: