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Company Cell Phone Reimbursement Policy

Purpose: This policy ensures compliance with California Labor Code § 2802, which requires employers to reimburse employees for all necessary business-related expenses, including cell phone usage. Employees who use their personal cell phones for work purposes will be reimbursed under one of two options outlined below.

Reimbursement Options: Employees required to use their personal cell phones for work must select **one** of the following reimbursement methods:

Option 1: Flat Rate Reimbursement

- Employees may elect to receive a **monthly bonus** which covers work-related cell phone usage and associated expenses.
- This amount is determined based on estimated average business use and eliminates the need for detailed record-keeping.
- By selecting this option, the employee acknowledges that the **monthly bonus** covers **all** work-related calls, texts, data usage, and other applicable charges.
- The **monthly bonus** will be reviewed monthly and adjusted if necessary to reflect reasonable business use.

Option 2: Pro-Rated Itemized Reimbursement

- Employees may instead choose to submit an **itemized cell phone bill** along with a **usage report** distinguishing **personal vs. work-related use**.
- Reimbursement will be calculated based on the **percentage of work-related usage** applied to the total bill (including service fees, data overages, and other charges).
- Employees must provide:
 - A copy of their monthly cell phone bill.
 - A written breakdown of work-related vs. personal usage (e.g., call logs, data usage reports, or other verifiable records).
- Reimbursement will be processed within 30 days of submission.

General Provisions

- **Eligibility:** Only employees who are **required** to use their personal cell phones for work purposes are eligible for reimbursement.
- **Changes to Selection:** Employees may switch reimbursement options with 7 days' notice, effective the following pay period.
- **Disputes:** If there is a disagreement over reimbursement amounts, the company will work in good faith to resolve the issue in compliance with California law.

Acknowledgment: By signing below, I acknowledge that I have read and understand this policy and agree to comply with its terms.

Employee Name: _____ Signature: _____ Date: _____