

Cell Phone Reimbursement Policy

Effective July 1, 2017

Executive Sponsor/Policy Owner: Senior Leadership Group

As a general matter, Middlebury does not reimburse employees for cell/mobile phone costs, even in cases where employees use personal devices in the course of their work. Employees are not required to own cell/mobile phones as a condition of employment but must ensure they can meet job expectations.

In rare circumstances, Middlebury will reimburse employees for special add-on cell/mobile phone costs that are required for work responsibilities, for example charges for international service or usage charges for an international trip required by Middlebury. Exceptions may only be made with written approval of the appropriate Vice President.

This policy takes effect on July 1, 2017.