



Administrative Policy

Category: Fiscal Management

Policy Number: 2018

Title: Cell Phones

The college recognizes that certain employees, in the normal course of performing their job responsibilities, shall need to be reachable

- On reasonably short notice during both working hours and personal time;
- While traveling on college business during a significant portion of their working hours; or
- While away from an established communications infrastructure for extended periods of time.

With these needs in mind, the college supports the use of portable wireless communications devices to facilitate and support ongoing operations and shall provide a reasonable allowance to authorized employees to help defray the costs of acquisition, activation and utilization of such devices in accordance with the procedures associated with this policy.

Procedure 2018.1 Cell Phone Allowances

A college employee may request a “cell phone allowance” based on the criteria outlined below. The allowance is a nontaxable payment to the employee to help defray the cost of operating a cell phone; therefore the employee is not required to maintain records of personal versus college use of the phone. Employees with a cell phone allowance may select a wireless plan from any vendor, but shall be responsible for all of the following costs associated with that plan:

- All equipment expenses, including replacements;
- Plan activation costs and airtime charges, including any airtime charges in excess of the plan’s allotment; and
- Incidental charges associated with the wireless plan.

The only expense for which the college shall be responsible is that related to an approved cell phone allowance. This allowance is intended to cover the cost of acquiring and activating a phone, and the ongoing monthly plan costs. The amount of the allowance shall be the same for all employees regardless of anticipated airtime usage. Approved allowance amounts are paid as part of the regular payroll process as an addition to the employee’s pay and do not constitute an increase in base pay for percentage increase calculations. These amounts are charged to the employee’s departmental budget.



Procedure 2018.2 Requesting a Cell Phone Allowance

A written request using the Personnel Action Form (PAF) demonstrating a compelling business case must be approved by the employee's chain of command including the corresponding vice president. The corresponding vice president shall bring the request to administrative cabinet for final approval. The basic criteria for granting a cell phone allowance are:

- A college need to contact the employee outside of normal business hours;
- A college need for the employee to travel frequently on college business, or otherwise spend large amounts of time away from the office;
- A college need for the employee to be in regular communication with other employees while the employee is away from the office or when performing duties where reliable telephone service is not readily available;
- A concern for the personal safety of the employee while traveling, working outside of normal business hours or working in isolated areas;
- As requested by the college president.

All employees granted a cell phone allowance shall be required to provide their cell phone number and the provider's account number within 30 days of the commencement of the allowance to the information technology department, which shall maintain all necessary documentation. Failure to maintain an active cell phone account or to register this information within 30 days shall result in suspension or termination of the allowance. An employee with a cell phone allowance but no active account may be asked to reimburse the college for the amount of the allowance during such time period.

Procedure 2018.3 Use of a Cell Phone

Any cell phone acquired and operated in connection with a cell phone allowance is considered to be personally owned, and may therefore be used for both personal and college business calls. An employee with a cell phone allowance must maintain an active cell phone contract for the life of the allowance. Misuse of the cell phone, i.e., using it in ways inconsistent with college policy or with federal, state or local laws, shall result in immediate termination of the cell phone allowance. Precautionary measures, such as safely pulling off the road and stopping a motor vehicle before placing or receiving a call, should always be taken if it is necessary to use the cell phone while operating a motor vehicle on behalf of the college.

Procedure 2018.4 Termination of a Cell Phone Allowance

A cell phone allowance shall be discontinued upon the occurrence of any of the following:

- The employee terminates full-time employment with the college;
- Senior Administration, in its sole discretion, determines that the employee no longer requires a cell phone due to changes in duties or in the circumstances indicated in 2018.2; and



- The employee fails to maintain an active cell phone account or current records with the college, or misuses the cell phone as described in 2018.3.

**Procedure 2018.5
College Cell Phones**

A small number of college-owned cell phones shall be maintained for use in case of emergencies. These cell phones are assigned to specific college facilities or departments and are not available for general use. The information technology department, along with the procurement office, shall coordinate and control these cell phones, which shall be utilized solely for college business.

**Procedure 2018.6
Advanced Wireless Technology**

The college also recognizes that certain employees, as designated by the president, may be expected to be reachable at all times or may play a key role in directing or maintaining the ongoing operations of the college. To meet these expectations and to ensure they are provided with the appropriate tools necessary to perform their roles, the college shall acquire and maintain certain advanced wireless technology for such employees. This technology remains the property of the college. The information technology department shall coordinate and control this technology.