

Title : Cell Phone Privilege Guidelines

Number :

4740.01

Approved :

01/11/24

Reference :

A. College personnel may request a cell phone allowance if a need is demonstrated.

The following is the basic criteria for establishing need for a cell phone allowance:

- A requirement to travel frequently on College business
- Large amounts of time spent away from the office
- A need for others to be in constant communication with the individual
- A need for the employee to communicate constantly with College while traveling
- Personal safety concerns for individuals while traveling, working evening hours or working in isolated areas
- A need to contact employee after normal business hours on a constant basis
- Required by the President

Employee shall submit a cell phone allowance request in writing to the President for consideration. If approved, the College will determine the Cell Phone Allowance Plan.

College employees granted a “cell phone allowance” will be required to register their cell phone number with the President’s Office within 30 days of the commencement of the allowance. Failure to register the cell phone information within this time period or to maintain an active cell phone account will cause the allowance to be suspended.

College employees with a cell phone allowance will be responsible for the following costs regarding the cell plan they choose:

- All activation fees
- All equipment expenses
- All airtime plan costs, including airtime in excess of the plan allotment
- All incidental charges relating to the plan they choose

The College will **ONLY** be responsible for the approved “cell phone allowance.”

The cell phone allowance considers three costs:

- Equipment
- Monthly plan costs
- A payroll tax “gross up”

Personal airtime usage will not be considered in determining level of plan allowance.

Once approved, the cell phone allowance is paid automatically and will be included in the employee’s compensation. Upon termination, the cell phone allowance will terminate.

Plan # 1 - \$20.00 per pay period: \$520 Maximum Annual Gross Allowance

Plan # 2 - \$25.00 per pay period: \$650 Maximum Annual Gross Allowance

Plan # 3 - \$35.00 per pay period: \$910 Maximum Annual Gross Allowance

Plan # 4 - \$70.00 per pay period: \$1,820 Maximum Annual Gross Allowance

Payment will be made per pay period, as an addition to the employee’s pay

Note: the allowance does not constitute an increase in base pay and will not be included in any percentage calculations for increase to base.



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C. Using the Cell Phone

The cell phone is personally owned and may therefore be used for both personal and 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 phone – using it in ways inconsistent with College policy or with local, state, or federal laws – will result in immediate cancellation of the cell phone allowance.

D. Termination of Cell Phone Allowance

- Employee Termination
- Cell phone account termination
- It is determined that the employee no longer requires a cell phone due to changes in duties or is transferred to another position
- Employee misconduct or misuse of cell phone

E. Safety

When driving while conducting business on behalf of the College, it is understood that the safe use of a cell phone is of the utmost importance. Employee understands that as a driver it is the employee's first responsibility to pay attention to the road and obey the law. Precautionary measures must be taken if it is necessary to use the cell phone while driving. If you need to place or receive a call, pull off the road to a safe location and stop the vehicle before using the cell phone.

