

Cell Phone Stipend Policy

Eligible employees (below) may receive a cell phone stipend from the University for business-related costs incurred when using their personal cell phones. Except for a limited number of positions, the university will not own cell phones for the use of individual employees after January 1, 2017.

I. ELIGIBILITY

- a. An employee may be eligible for the stipend if at least one of the following criteria is met, as determined by the employee's Vice President or Dean:
 - i. The job function of the employee requires considerable time outside of his/her assigned office, work area, or at irregular hours and the employee must be accessible during those times;
 - ii. The job function of the employee requires him/her to have wireless data and internet access while off campus; and/or
 - iii. The employee is designated as a "first responder" to emergencies.

II. STIPEND PLAN:

- a. Eligible employees may receive a stipend of \$50 a month upon the approval of the employee's Vice President or Dean.
- b. Once approved, the employee will be eligible to receive the stipend automatically each month.
- c. Monthly text message confirmation will be sent the employee's cell phone. The employee will be required to respond to the text within 24 hours in order to receive the stipend that month.

III. OVERSIGHT, APPROVAL & FUNDING

- a. Vice Presidents or Deans are responsible for identifying eligible employees. Each department is strongly encouraged to review whether a cellular device is necessary, and to select alternative means of communication.
- b. Each Vice President or Dean is responsible for determining employee cell phone needs and assessing each employee's continued eligibility for a cell phone stipend. This includes an annual review to determine continued eligibility of their employees.
- c. Stipends are funded by the eligible employee's department.

IV. EMPLOYEES RIGHTS & RESPONSIBILITIES

- a. The eligible employee is responsible for purchasing a cell phone and establishing and

maintaining service with the cell phone service provider of his/her choice. The cell phone contract is in the name of the eligible employee, who is solely responsible for all payments to the service provider.

- b. To the extent allowed by law, the stipend provided is not considered taxable income.
- c. The eligible employee can use the phone for both business and personal purposes, as needed.
- d. If the employee terminates their cell phone service plan at any point, s/he must notify his/her supervisor within 5 business days to terminate the stipend.
- e. The university does not accept any liability for claims, charges or disputes between the cell phone service provider and the eligible employee.

V. CANCELLATION OR REDUCTION

- a. Any stipend will immediately cease or be reduced if:
 - i. An employee's employment with the university terminates;
 - ii. An employee's Vice President or Dean determines he/she is no longer eligible for the stipend;
 - iii. The eligible employee no longer has a cell phone or cell phone service plan; or
 - iv. The university decides to eliminate or reduce the stipend or the eligible employee's Vice President or Dean determines to reduce the amount of the stipend.
 - v. The eligible employee uses the cell phone in any manner contrary to local, state, or federal laws or university policy.

VI. TRANSITION

- a. Employees that currently have a university owned cell phone, or utilize a cell phone service in the name of the university, will transition to comply with this Policy as soon as possible, but no later than June 30, 2017. The university will pay all costs related to cancelling such a service or transferring it to an eligible employee's name.
- b. Any Vice President has the right to cease cell phone support for employees under their supervision at any time.
- c. Those already receiving a cell phone stipend from the University:
 - i. Regardless of the current stipend amount, it will be normalized to \$50 per month.

- d. Those receiving total payment of their cell phone bills from the University:
 - i. If the account is in the University's name, it will be transferred to the individual in possession of the phone by June 30, 2017. Those individuals will then be added to the \$50, per month stipend plan, at the time the account is transferred.
 - ii. During the transition, individuals will have the option to keep their current telephone numbers and/or change carriers.
- e. As of July 1, 2017, those receiving stipends will no longer have to present a monthly bill to the finance office. They will, however, need to respond to a monthly text verifying that their cellular device is in working order to continue receiving the stipend.