

Cell Phone Stipend Policy

ORIGINATING OFFICE

Finance and Administration/Human Resources Office

PURPOSE

To establish policy and guidelines for the provision of a wireless communications stipend to employees who have documented an official university business need for a communications device and continue to meet this need under the Eligibility Requirements section of this policy.

SCOPE

This policy applies to all faculty, staff, and administrators who, as a part of their official university employment, have a constant and recurring need for using a wireless communications device. The wireless communication stipend is intended to reimburse the employee for the business use of the device. The stipend is not intended to fund the cost of the device nor pay for the entire monthly bill. The assumption is that most employees also use their wireless communication devices for personal calls.

OBJECTIVE

To assist the university in achieving maximum productivity by an employee using a wireless communication device and complying with IRS Regulations. The University will reimburse the employee for the costs associated with business use related to the wireless communication device owned by the employee.

DEFINITIONS

Wireless Communication Device. A device that transmits and receives voice, data, and/or text without being physically connected to the university network. This definition includes but is not limited to such devices as cellular telephones, wireless internet services, wireless data devices, and cellular telephone/two-way devices. This policy does not include radio devices that interface with a defined non-public radio frequency such as the 800 MHz Statewide Radio System.

Wireless Communications Stipend. The wireless communications stipend does not constitute an increase in base pay, nor will it be included in the calculation of percentage increases to base pay. The stipend will be itemized and reported on employee pay statements and W-2s and subject to withholding taxes.

EFFECTIVE DATE

Policy language as noted below becomes effective October 1, 2009.

POLICY

Eligibility Requirements

1. To qualify for the wireless communication stipend, the employee must have a University business need, defined and approved by the supervisor, that includes one or more of the following:

- a. The duties of the position may lead to potentially dangerous scenarios and situations with no other acceptable or reliable means of alternative communications.
- b. The duties of the position require that the employee work regularly in the field away from land line communication and needs to be immediately accessible.
- c. The duties of the position are such that immediate emergency response is critical (executive, police, or emergency responder) or the employee is responsible for critical infrastructure or operational support and needs to be immediately accessible at all times (telecommunication, computer, or network responder).
- d. The duties of the position require a significant amount of travel during regular work hours or outside normal hours but related to official university business and access to information technology systems, which in the judgment of the university, render the employee more productive and/or the service the employee provides more effective.
- e. The duties of the position require response and decision making to life-threatening or public safety issues and situations.
- f. The duties of the position make it necessary that the employee be accessible to communicate with senior management at any time.
- g. The President of the University deems it necessary to ensure the flow of information and critical support of the university mission.

Responsibilities of Employees Receiving Stipend

1. When a wireless communication stipend has been approved and provided to an employee for the conduct of official business, the employee must comply with the following:

- a. The employee will provide the phone number to their supervisor or department head/chair within five days of activation and will be available for calls (in possession of the wireless communication device and have it turned on) as allowed/prescribed by the applicable CBA.
- b. In most cases, the employee may select any wireless carrier whose service meets the requirements of the job responsibilities as determined by the supervisor or department head. The department head and Director of Campus Technology Administration will work together to determine carrier requirements if problems arise or circumstances exist that require a specific carrier/technology be used.

- c. The employee must inform their supervisor immediately when the eligibility criteria are no longer met or within 5 working days if the wireless service has been cancelled.
- d. Management may periodically request that the employee provide a copy of the first page of the phone bill in order to verify that he/she has an active wireless phone plan. Management may also periodically request documentation of substantial business use. At minimum, documentation is required when initially applying for the stipend and annually when the stipend is renewed. The **Wireless Communications Stipend Status** form (attached) will be used for the yearly review and re-authorization, or cancellation of allowance.
- e. The employee is responsible for all charges on his/her personal wireless plan, including early termination fees. If the employee leaves the position, he/she continues to be responsible for the contractual obligations of his/her wireless plan.
- f. The employee is personally responsible for complying with international, federal, state, and municipal laws regarding the use of wireless phones and other communication devices while driving. Under no circumstances will Mansfield University be liable for non-compliance.
- g. The employee should use discretion in relaying confidential business related information over any wireless devices since wireless transmissions are not secure. (See more on security for wireless communication devices below.)
- h. The employee does not need to maintain a log for business and personal phone calls if receiving a wireless stipend.
- i. Employees are required to fill out the transfer of billing responsibilities from a corporate account to an individual plan by completing the Assumption of Liability form(Available from the Purchasing Department).

Stipend Allowances

1. The **Wireless Communication Device Justification and Acknowledgment Request** form (attached) defines maximum recommended stipends to be paid to an employee based on current package plans available under current Commonwealth of Pennsylvania contracts for wireless communications devices with Verizon Wireless. Voice, text, and data packages will be approved through normal authorization procedures addressed in this policy. Users will be provided a recommended allowance based on their employment position and anticipated plan requirements as a function of their position. Users that require additional voice minutes, text messages, or data access should prepare written justification through the dean or director that may include specific documentation as to projects or circumstances that require higher

than the recommended packages. (These allowances will be reviewed and adjusted when determined necessary.)

2. In most cases, a stipend for the equipment will not be provided. However, if circumstances exist that require a specific carrier/technology be used, the respective cabinet representative (in consultation with the department head and Director of Campus Technology Administration) may approve a stipend to off-set the additional cost of this specific equipment.

3. In most cases, a stipend for early termination fees will not be provided. However, if circumstances exist that require early termination of an existing contract, the respective Vice President (in consultation with the President) may approve a stipend to off-set the cost of early termination fees.

4. Stipend amounts will be determined by the respective Cabinet representative.

IRS Compliant Cell Phone Procedure

<u>Step</u>	<u>Responsibility</u>	<u>PROCEDURE</u>
1.	Department Head/Chair	<p>Determines if the employee will be required to conduct University business away from his /her usual University place of work and would need a wireless communication device to accommodate those requirements.</p> <p>Department Head/Chair and the employee secure a <i>Wireless Communication Device Justification and Acknowledgement Request Form</i> to complete Sections A and B. Forward the signed form to Vice President / Division Head.</p>
2.	Vice President / Division Head	<p>Review the Wireless Policy and the <i>Wireless Communication Device Justification and Acknowledgement Request Form</i> Sections A and B.</p> <p>If you do not approve request, return the form to the Department Head/Chair. If you approve, sign and date Section C and forward to CT/Telecommunications.</p>
3.	CT/Telecommunications	<p>Based on the information supplied in Sections A and B of the <i>Wireless Communication Device Justification and Acknowledgement Request Form</i>, supply advice on phones compatible with our network and computer systems. Sign and forward the form to Human Resources.</p>
4.	Human Resources / Payroll	<p>Section B will provide the dollar value to be included in the employee's biweekly pay.</p> <p>In collaboration with CT/Telecommunications review and annually update stipends based on plan costs, levels, and types of services, and gross up. Provide updated stipend information to department heads/chairs and request completed <i>Wireless Communication Stipend Status</i> forms.</p>
5.	Department Head/Chair	<p>Use <i>Wireless Communication Stipend Status</i> form to conduct yearly review and reauthorization, or cancellation of allowance. Forward the form to Human Resources.</p>

**WIRELESS COMMUNICATION DEVICE JUSTIFICATION
AND ACKNOWLEDGEMENT REQUEST FORM
(New and Revisions)**















Employee Name (Print): _____

Employee Title: _____

Section A: Justification of Business Need

- The duties of the position may lead to potentially dangerous scenarios and situations with no other acceptable or reliable means of alternative communications.
- The duties of the position require that the employee work regularly in the field and need to be immediately accessible.
- The duties of the position are such that immediate emergency response is critical (executive, police, or emergency responder) or the employee is responsible for critical infrastructure or operational support and needs to be immediately accessible at all times (telecommunication, computer, or network responder).
- The duties of the position require a significant amount of travel during regular work hours or outside normal hours but related to official university business and access to information technology systems, in which the judgment of the university, render the employee more productive and/or the service the employee provides more effective.
- The duties of the position require response and decision making to life-threatening or public safety issues and situations.
- The duties of the position make it necessary that the employee be accessible to communicate with senior management at any time.
- The President of the University deems it necessary to ensure the flow of information and critical support of the university mission.
- In most cases, a stipend for the equipment will not be provided. However, if circumstances exist that require a specific carrier/technology be used, the respective Vice President (in consultation with the department head and Director of Telecommunications) may approve a stipend to off-set the additional cost of this specific equipment.

Section B: Approval / Acknowledgement

Plans	Plan A	Plan B	Plan C	Plan D
	Basic Plans	Select Plans	Connect Plans	Premium Plans*
Monthly Access	Starting at \$39.99	Starting at \$59.99	Starting at \$69.99	Starting at \$79.99
Monthly Anytime Minutes	Starting at 450	Starting at 450	Starting at 450	Starting at 450
Friends & Family _ Choose 5 people on any network --even landlines-- and talk as much as you want without using allowance minutes	5 numbers included on plans with 900 Anytime Minutes or more	5 numbers included on plans with 900 Anytime Minutes or more	5 numbers included on plans with 900 Anytime Minutes or more	5 numbers included on plans with 900 Anytime Minutes or more
Unlimited Mobile to Mobile Minutes				
Unlimited Night & Weekend Minutes				
Domestic Long Distance Included				
Web Browsing	\$1.99/MB	\$1.99/MB	Unlimited	Unlimited
Text Messaging	\$0.20/Message	Unlimited	Unlimited	Unlimited
Picture & Video Messaging	\$0.25/Message	Unlimited	Unlimited	Unlimited
Mobile Email _ Mobile Email is available for \$5.00/month as an additional feature for Basic Plans and Select Plans	—	—		
V CAST VPak _ VCAST VPAK is available for \$15.00/month as an additional feature for Basic Plans and Select Plans. This feature is not available for Connect	—	—	—	

Wireless Communications Stipend Status

(This form used by Department Head/Chair for yearly review and re-authorization, or cancellation of allowance)

Employee Name (Print): _____

Please Check the Appropriate line:

____ The employee status remains the same. The allowance for the cellular phone service is to continue.

____ The employee status has changed and the allowance for the cellular phone service is to be discontinued beginning _____, 20____.

Note: any changes in stipend due to changes in plan costs, levels, and types of service, or equipment must be submitted using the Wireless Communications Request forms.

Department Head/Chair: _____

Signature: _____

Date: _____

Forward the completed form to Human Resources

Human Resources Director: _____

Signature: _____

Date: _____

Human Resources Only

Archived: _____ Date: _____