


NAME: **Wireless Communication Stipend Policy**
ISSUING DEPARTMENT: **Human Resources**
ISSUE DATE: **November 29, 2016**
EFFECTIVE DATE: **January 1, 2017**
APPROVING AUTHORITY: **Cabinet** 
DATE REVISED:

PURPOSE:

To establish policy and guidelines for the provision of a wireless communication stipend to employees who are in a position that requires an official university business need for a wireless communication device that requires a call, text, and/or data usage plan.

SCOPE:

This policy applies to all faculty and staff, who, as a part of their official university employment, have a documented official university business 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 purposes. Mansfield University has established a single reimbursement stipend rate of \$35.00 per month for eligible employees.

EFFECTIVE DATE:

Policy language as noted below becomes effective January 1, 2017.

ELIGIBILITY REQUIREMENTS:

To qualify for the wireless communication stipend, the employee must have a University business need approved by the employee's supervisor. This could range from emergency use only to daily use and must meet at least one of the following conditions:

- 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 away from land line communication and needs to be immediately accessible
- 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
- The duties of the position require response and decision making to life-threatening or public safety issues and situations
- 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
- The President deems it necessary to ensure the flow of information and critical support of the university mission

RESPONSIBILITIES OF EMPLOYEES RECEIVING STIPEND:

When a wireless communication stipend has been approved and provided to an employee for the conduct of official business, the employee must provide the phone number to their supervisor or department head/chair within five days of activation and be available for calls (in possession of the wireless communication device and have it turned on) as allowed/prescribed by the applicable CBA.

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 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.

Human Resources 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. Human Resources 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 Form* (attached) will be used for the yearly review and re-authorization or cancellation of the allowance.

If at any time there is a change in an employee's position or nature of work that requires the necessity for business use of a wireless device, a re-approval is required.

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.

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.

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.)

Note: 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. The stipend will be paid in the final pay of each month.

WIRELESS COMMUNICATION STIPEND REQUEST FORM

Employee Name (Print): _____

Employee Title: _____

Justification of Business Need (*check all that apply*):

- 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 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
- The duties of the position require response and decision making to life-threatening or public safety issues and situations
- 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
- The President deems it necessary to ensure the flow of information and critical support of the university mission

I have read and understand the wireless communication device policy. My signature signifies agreement with the outlined employee responsibilities:

Employee Signature: _____

Date: _____

Cabinet-Level Approval: Approved Not Approved

Name: _____ Department: _____

Signature: _____ Fund Center(s) For Stipend: _____

Date: _____

For Human Resources Use Only: Date Received: _____