

Use of Cellular/Smart Phones for College Business Procedure	Procedure Number	4.1.1P
	Effective Date	November 22, 2013

1.0 PURPOSE

In the interest of continued effective communications and up-to-date technological advances, Laramie Community College offers an option for a cellular/smart phone (cell phone) allowance or an institutionally-owned and operated cell phone.

A. Employees whose job duties include the frequent need for a cell phone may receive a stipend, in the form of an allowance or an institutionally-owned cell phone, to cover business-related costs. Cell phones should not be selected as an alternative to other means of communication, such as, but not necessarily limited to land lines, when such alternatives would provide adequate but costly service to the College.

- 1) If it is determined by the President’s Cabinet representative that a College employee’s job duties include the frequent need to be accessible during non-business hours via phone or email, then the employee is eligible for an allowance to cover a cell phone or an institutionally-owned cell phone.
- 2) A cell phone or allowance may be authorized, if:
 - a. The employee is a key staff member needed in the event of an emergency (Cabinet, etc.).
 - b. The employee is frequently away from access to traditional land-based phone services.
 - c. The employee is involved in frequent off-hours/on-call activity.
 - d. The nature of the employee’s work is critical and immediate response is required.
 - e. The related cost is justified when compared with alternative communication choices.

B. Institutionally-owned cell phones are issued through the Integrated Technology Services office.

C. Cell phone allowances are processed through the Accounting Office. The amount of monthly allowance will vary depending on need and department resources. Employees who qualify for a cell phone allowance will be reimbursed on a monthly basis. Employees will receive monthly cell phone bills at their home addresses and be personally responsible for the payments and plans.

D. The allowance does not constitute an increase to base pay nor is it eligible for retirement benefits and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, etc. Cell phones are not considered a taxable benefit by the IRS and do not require recordkeeping by either the College or the employee.

E. Determination of Dollar Amount of Allowance

- 1) The dollar amount of the cell phone allowance should cover the cost of a basic cell phone plan at most major carriers. Upgrades to basic equipment, such as special cosmetic or technical features or expected cell phone use unrelated to business shall not be considered. Determination of the dollar amount of the allowance is made by President’s Cabinet representatives, but must be within the guidelines and dollar limits established under this procedure. Employees who do not retain their current College-supplied cell phone will be eligible for reimbursement for a one-time equipment allowance when the current contract on that phone is completed. Once the cell phone is not covered by a contract, it may be

returned to the College, and the employee would be eligible for the one-time equipment allowance.

- 2) Employees will need to submit proof of the change to a personal cell phone plan and the purchase of a new cell phone.

F. Use of Phone

The employee must retain an active cell phone contract as long as a cell phone allowance is in place. Because the cell phone is owned personally by the employee, the employee may use the phone for both business and personal purposes, as needed. The employee may, at his or her own expense, add extra services or equipment features as desired. Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse and will result in immediate termination of the cell phone allowance or removal of the institutionally-owned cell phone. By accepting the cell phone allowance or the institutionally-owned cell phone, the employee fully understands and expressly agrees to allow the College to post his or her number on any and all phone directories associated with the College.

G. Documentation and Review Requirements

- 1) The Allowance Request Form and a copy of the employee's most recent cell phone invoice or new plan must be submitted to the Accounting Office to initiate an allowance. The President's Cabinet representative is responsible for at least an annual review of the business need for a cell phone allowance or an institutionally-owned cell phone. The employee's supervisor must notify the Accounting Office immediately when an employee with an allowance or institutionally-owned cell phone leaves the College or is no longer eligible for the allowance or the institutionally-owned cell phone.
- 2) Employees are responsible for safeguarding sensitive College information.

H. Fees for Contract Changes or Cancellations

The employee is solely responsible for costs and obligations associated with the cell phone plan contract. The cell phone plan contract must be by and between the cell phone company and the employee. If, prior to the end of the cell phone contract, a personal decision by the employee, employee misconduct, or misuse of the phone results in the need to end or change the cell phone contract, the employee will bear the cost of any fees associated with that change or cancellation. If, prior to the end of the cell phone contract period, a departmental decision unrelated to employee misconduct results in the need to end or change the cell phone contract, the department will bear the cost of any fees associated with that change or cancellation.

I. Infrequent Use of Cell Phones for Business Purposes

If a College employee's job duties do not include the frequent need for a cell phone, the employee is not eligible for an allowance or an institutionally-owned cell phone.

2.0 REVISION HISTORY

Adopted on: 11/22/13

3.0 PERSONS AFFECTED

This procedure is applicable to the Board of Trustees, all full-time and part-time administrators, staff, and professionals.

4.0 DEFINITIONS

N/A

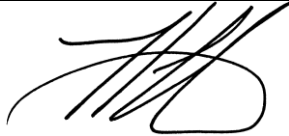
5.0 PROCEDURES

A. Cell Phone Allowance

Employees submit a copy of the Cell Phone Allowance Request Form for Electronic Device Allowance with a copy of the most recent or new cell phone plan to the Accounting Office.

B. Institutionally-owned Cell Phone

Employees contact the Integrated Technology Services at ext. 1354. The issuance of an institutionally-owned cell phone must meet the above criteria and follow the same approval process as an allowance.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Carol Hoglund, Administration and Finance Vice President	8/6/13
Approval by President's Cabinet		9/17/13
Ratified by College Council	Kari Brown-Herbst, College Council Co-chair	11/22/13
Approval by President (Signature)		11/22/13



**APPLICATION AND APPROVAL FORM
FOR ELECTRONIC DEVICE ALLOWANCE**

DATE: _____

Employee Name: _____ ID # _____

Job Title: _____ Department _____

Email: _____ Cellular/Smart Phone # _____

(Note: You must attach a copy of your most recent cell/smart phone invoice or a copy of your new phone plan)

Account Number to be charged: _____

Reason(s) for allowance (mark all that apply):

- This key staff member is needed in the event of an emergency (Executive Team, etc.).
- This employee is frequently away from access to traditional land-based phone services.
- This employee is involved in frequent off hours/on-call activity.
- The nature of this employee's work is critical and immediate response is required.
- Other

State why device is necessary in carrying out responsibilities and why they could not be carried out without it.

Monthly Allowance Amount **(Circle One)** Voice \$50 Voice & Data \$85 One-time Stipend \$150

I certify I will use the funds requested toward the use of a cellular/smart phone and that I have read, understand, and intend to comply with the College's Cellular/Smart Phone Procedure. I understand the allowance will remain in effect until the Accounting Office receives a Cancellation Notification from the President Cabinet member. By accepting this allowance, I understand and agree to have my cell phone number shared or posted as necessary and appropriate to my role at the College. Hourly employees with phone stipends must document all after hours phone calls.

Employee's Signature _____
Date

I certify the requested allowance is needed for the employee to cover work-related expenditures due to cellular/smart phone use. I further certify that I have read, understand, and intend to comply with the College's Cellular/Smart Phone Procedure.

Supervisors' Approval Signature _____
Date

President's Cabinet Member Signature _____
Date

Approved by IT _____
Date

Submit this form and a copy of your most recent invoice or new cellular/smart phone plan to the Accounting Department.

Note: Employees are eligible for a discount through most of the carriers.