



Policies and Procedures Manual

Title: Cell Phone Stipend Program
Policy Administrator: Director of Finance and Asst. Treasurer
Effective Date: Jan-01-2012
Approved by: Vice President for Administration and Finance

Purpose:

The purpose of this document is to describe the policy of the College of the Holy Cross regarding the use, procurement and possession of cell phones for College business.

Policy:

1.0 Overview

Employees requiring cell phones to perform their work will receive a stipend to compensate for business use of a personal cell phone. The stipend will be included in the employee's pay check and is provided for non-compensatory, business purposes.

The College will no longer own cell phones or devices for the use of individual employees, with limited exceptions as defined in section 4. Instead, employees whose job duties include the frequent need for a cell phone or device may receive a stipend, to cover business-related costs.

Procedures:

1.0 Authorization and User Qualifications:

Employees may qualify for a cellular phone and related data service only if their Department Head, as approved by their Vice President, has determined it to be required for the performance for their job and the following criteria are met:

1.1 The job requires the employee to be mobile with direct contact to Holy Cross or business associates; or

1.2 The job consistently requires timely and business critical two way communications for which there is no reasonable alternative technology.

The following criteria may serve as a guideline to identify an employee's need for a cell phone or device and therefore eligibility for the stipend:

- Safety requirements indicate having a cell phone or device is an integral part of meeting the requirements of the job description
- More than 50% of work is conducted off-campus
- Required to be contacted on a regular basis outside normal work hours
- Required to be on-call (24/7)
- Job requirements include critical College-wide communication for decision making

Employees' eligibility based on these requirements must be documented by the Department Head on a Cellular Telephone Stipend Authorization Form (see attached).

Only one stipend for a single cellular phone will be approved for each qualified employee. This monthly cost will be charged against the operating budget of the employee's respective department.

Under this program, employees will not be required to document and submit monthly detailed usage logs for their cell phones or devices. However, as part of the annual review (see Section 5), usage logs may be requested by the department managers as needed.

2.0 Stipend:

2.1 Plan Allowance

Employees will be responsible for choosing their own voice and/or data plan as well as their carrier. The College does not accept any liability for claims, charges or disputes between the service provider and the employee. Recipients of this stipend must continue to maintain the cell phone or device while in receipt of the stipend.

Employees will also be responsible for choosing their own equipment. As described below, there is no additional allowance for devices. Because the employee is personally responsible for the equipment, any replacement for loss or damage will be at the expense of the employee. Use of the phone or device in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the stipend.

2.2 Determination of Dollar Amount of Stipend

The dollar amount of the stipend should cover the employee's projected business-related expenses. The stipend levels provide adequate business-related services. The following guidelines and dollar limits are established under this policy, which will be reviewed annually by the Budget Office and Information Technology Services.

| <i>Plan</i> | <i>Monthly Stipend Amount</i> |
|------------------------------|-------------------------------|
| <i>Voice Service:</i> | |
| <i>Talk Plan</i> | \$50 |
| <i>Data Service:</i> | |
| <i>Data Plan</i> | \$30 |

The College will pay only the approved stipend amount even if actual monthly costs may occasionally exceed the stipend.

3.0 Support for Cell Phones or Devices

When possible, cell phones and devices will be secured with a pin number or password, and will automatically lock after inactivity. In addition, cell phones and devices should have the ability to be remotely 'wiped' or otherwise remotely disabled in the event of theft or loss. Protected data may not be stored on portable devices. See the Data Classification Policy and Written Information Security Plan for further information on data security.

Support for cell phones and devices will be provided by the carrier. ITS may provide consultation on the type of equipment to purchase, especially as it relates to devices that enable e-mail and calendar support. Employees who are approved for a data service device should consult with ITS to determine the best type of device for the functions needed.

4.0 Policy Exceptions

The College will continue to provide cell phones and devices to certain employees who require specific equipment or similar technology to perform college functions and never expect to use these phones for personal use. Exceptions must be approved by the Director of Information Technology, the Dean of Faculty or the Vice President for Administration and Finance.

The College reserves the right to transfer any employee to the stipend program if excessive personal calls are made or if required documentation is not submitted in a timely manner. If a personal call inadvertently occurs, restitution must be made to the College.

5.0 Annual Review:

A cell phone stipend renewal form will be distributed to department heads each fiscal year to verify the need for the stipend. These forms will require approval by the appropriate Department Head to continue the stipend. The Director of Finance and Director of Information Technology Services will also review the current stipend records.

6.0 Reimbursement of Cell Phone Costs Not Covered by the Stipend Program:

If an employee does not participate in the stipend program and their personal cell phone is used for College business, a Holy Cross expense report can be completed for

reimbursement of those calls. The College however, will not provide for reimbursement if the phone calls were made under a standard calling plan for which the employee did not incur any additional costs related to the qualified business use.

Proper documentation shall be required which will permit these expenses to be identified and tracked.

7.0 Cellular Telephone Authorization Form

A [Cellular Telephone Stipend Authorization Form](#) must be completed and signed by the Department Head and Division Vice President and then be submitted to Information Technology Services to be eligible for the stipend.

Forms:

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| Title: Cellular Telephone Stipend Authorization Form |
| Title |

Related Information:

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| Title |
| Title |

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