

**ALLEGHENY COLLEGE
CELLULAR TELEPHONE POLICY**

APPENDIX I

Employee-Owned Cellular Telephone Services for Business Use

The College will pay an allowance to employees that meet the criteria establishing that use of a cell phone is an integral part of their job. The reimbursement will occur through payroll, to reimburse them for the anticipated business use on their cellular telephone service. This taxable monthly allowance will be paid in cases of approved College-related need as described later in this policy. Once approved employees will arrange for their own service plans and equipment and receive and pay their own bills.

College-Owned Cellular Telephones

The College will maintain a small inventory of cellular telephones for departmental and travel needs. These phones will be provided on a limited basis when programs warrant the need (RA's, Athletics, Motor pool, Physical Plant, and off-campus study programs).

Infrequent Business Related Telephone Expense

Those individuals who are not on a College approved cellular telephone reimbursement plan are generally discouraged from using personal cellular service on a regular basis to conduct College business. However, in the event that use of personal cellular telephone for College business is unavoidable, an employee may be reimbursed for such use.

ROLES AND RESPONSIBILITIES

AEC Member:

- Determine which individuals, if any, within the department have a legitimate need for a cellular telephone and meet the approved criteria establishing eligibility for a cell phone. The AEC member will sign a request form and forward the request to the Associate Vice President for Finance and Planning.
- AEC members will consider or base their decisions on the guidelines outlined in Appendix B when approving business needs.
- AEC members must sign off on the request form identifying business need and approving employees to receive the stipend.
- The form should be submitted to the Office of Financial Services.

Office of Financial Services

- Consider and approve requests as appropriate.
- Forward the request to the Department of Human Resources.
- Assist users with finding a plan and/or service provider.
- Provide users with information regarding rights and responsibilities under the policy
- Maintain this policy.

Office of Human Resources

- Set up the employee record so that allowance amounts are properly included in the employee's pay.
- Ensure that all individuals being provided with a cellular telephone allowance complete and sign a Statement of Confirmation (Appendix A) and maintain same in personnel file.

- Maintain a file to include at a minimum:
 - Statement of Confirmation
 - Listing of those receiving an allowance, amount and cellular telephone number
- Make sure that tax consequences for employees receiving an allowance are properly reported to the appropriate taxing authorities and to the employee (Form W-2).

Employee

- Provide cellular telephone number to your supervisor and others that need to communicate with you in the normal course of business.
- Keep your cellular telephone turned on and adequately charged during assigned business hours, and at other times that it is expected you will be available.
- Notify your supervisor immediately if you cancel or otherwise change your cellular service. This is especially important if you opt for a plan at a lesser cost than the allowance provided.
- Agree to use cellular telephones in a responsible, informed and safe manner; conform to network etiquette, customs and courtesies; and observe all applicable laws or regulations.
- Attest to the fact that the policies have been read, understood and are being applied.

PROCEDURES

General

The College will not own cellular telephones for the use of individual employees on a regular basis. Employees that have provided evidence and/or demonstrated that a cellular telephone is an integral part of their job, that they could not perform their job effectively without it, and have been approved by their AEC member and the Associate Vice President of Finance, will be provided an allowance. This allowance is to assist with the overall cost of owning a cellular telephone and to help compensate for increased use, since it is generally understood that most employees already own a cell phone. The payment, which will be in the form of a cellular telephone allowance, will be paid at least monthly based on the payroll schedule and is expected to cover business-related costs. Only in situations where a cellular telephone satisfies a clear and substantial need of a job will it be supported and paid for by the College. See College-Owned Cellular Telephone section below)

Monthly Allowance Plan

Employees who are approved for a monthly allowance are responsible for obtaining a cellular telephone and a service plan in their names. Employees must sign a statement (Appendix A) confirming that they have read and understand this policy and that they agree to comply with it. The monthly allowance is \$50 and it is intended to offset a portion of the cost of the selected communication device and service.

The determination as to the employee's right to receive an allowance can be revoked at any time for cause or inappropriate use, or because the AEC member or supervisor determines that the device is no longer a job-related necessity.

Infrequent Business Related Expenses

Those individuals who can perform their jobs effectively without a cellular telephone, and who have not demonstrated that a cellular telephone is an essential part of their job on a day-to-day basis, are discouraged from using personal cellular service to conduct College business. However, in the event that use of personal cellular telephone for College business is unavoidable, an employee may be reimbursed for such use. Only actual, verifiable costs attributable to College business may be reimbursed. A copy of the employee's phone bill must be attached to the reimbursement request. The IRS substantiation requirements must be met and include the following:

- Amount of the expense
- Time and place of the expense
- Business purpose of the expense
- Business relationship to the other party
- Approval – each reimbursement must be approved by the departmental budget director or AEC member and include a signed statement that the cellular telephone was not operated in a manner that violates the College’s cellular telephone policy.

College-Owned Cellular Telephones that are assigned to a Department and/or Pool of Employees

In certain cases it may be more appropriate for a department to obtain a cellular service/telephone(s) to be available for a pool of employees. The most common example will be a shared phone that is turned in by each employee at the end of his/her shift. The use of cellular telephones in these instances must be strictly for business purposes, as personal use leads to a taxable fringe benefit to the employee. This program is to be funded entirely by the Department that has identified the need.

OTHER

Taxability and Reporting

Employees qualifying for and receiving a cellular telephone allowance are in receipt of taxable income and, as such, amounts paid will be subject to payroll tax withholdings with each pay. The total amount received will be included as taxable earnings on Federal Form W-2.

Allegheny College has corporate accounts with some local vendors. All individuals related to Allegheny College, employees and students alike are entitled to a corporate discount on their cellular service plan. The individual need not carry the plan in the name of Allegheny College; they just need to identify their relationship to the College.

In-Service Calling

It is important to note that many cellular service plans do not charge a fee or incur minutes that are potentially billable for calls made from one cellular telephone to another within the same service (such as Verizon, Sprint, Nextel, AT&T, etc.). As employees consider their individual plan options, they should carefully consider the effect of their in-service calling. The College will not consider an increased allowance, or a submission for reimbursement for costs arising for business calls that are from one service to another.

RESOURCES

Statement of Confirmation (Appendix A)

Guidelines for use by supervisors and budget directors to assist in the determination of individual business need (Appendix B)

APPENDIX A

Statement of Confirmation

Allegheny College Cellular Telephone Policy

I acknowledge that I have read and understand the College's policy on cellular telephone service usage.

I agree to notify the Office of Human Resources and the Office of Financial Services immediately should I cancel my plan or adopt a plan at a cost that is less than the allowance that is being provided to me.

I understand that by accepting a cellular telephone allowance that I am knowingly and willingly agreeing to comply with the College's cellular telephone policy in its entirety.

Some States, Cities and Counties are enacting their own "negligent driving" laws relating to, among other things, cellular telephone use while driving a vehicle. Since laws vary in different areas, and new laws are being enacted on a regular basis, I understand that I am never to use a cellular device when it is prohibited by law.

I acknowledge that the use of a personal cellular telephone for non-business purposes during business hours is limited to essential and/or emergency personal calls of minimal duration and frequency. The use of a personal cellular telephone while at work may present a hazard or distraction to the user and/or co-workers, and I will ensure that cellular telephone usage while at work is both safe and does not disrupt business operations.

I understand that the College is serious about cellular telephone safety and usage. Any violation of these policies subjects the employee to disciplinary action which could possibly lead to termination. Additionally, the provision of an allowance for a cellular telephone is a privilege that may be revoked at any time for inappropriate use or conduct.

I acknowledge that there are inherent health risks associated with the operation of a cellular telephone. In contemplating the use of a cellular telephone for business purposes, I am aware of and accept these risks.

Employee Name _____

Signature _____

Date _____

Cellular Telephone Number _____

APPENDIX B – Guidelines for Determining and Approving Cellular Telephone Service Monthly Allowance

**ALLEGHENY COLLEGE
Cellular Service Monthly Allowance Approval Form**

The initial evaluation as to whether or not an employee has demonstrated that a cellular telephone is an integral part of their job, and that they could not perform their job effectively without it, lies with the AEC member. In making this determination, consideration should be given to the factors below:

Check all applicable boxes

- On call outside of regular business hours
- Overnight travel expectations at least monthly with an expectation that Allegheny business requiring the use of a cell phone will be conducted while traveling
- On-campus work that cannot be conducted through a land line
- Time-sensitive work that requires the employee to respond immediately to urgent matters
- Meets the established salary criteria for reimbursement (earning less than \$50,000 a year)

Note: work expectations that require the use of cellular service should be included in the employees' job description

Employee _____ Date _____

Approved by _____ Date _____
AEC Member

Approved by _____ Date _____
Associate Vice President Linda Wetsell

PLEASE NOTE: CELLULAR SERVICE MONTHLY ALLOWANCE FORM MUST BE COMPLETED AND ON FILE WITH THE OFFICE OF FINANCIAL SERVICES PRIOR TO THE MONTHLY ALLOWANCE BEING PAID.