Cellular Phone Allowance Policy

I. SCOPE
This policy applies to all professional staff, faculty, and management confidential staff who, as part of their employment, have a routine and recurring need for using a cellular phone to fulfill the requirements of their position at the College. The allowance is not intended to fund the cost of the cellular phone nor pay for the entire monthly service bill, but rather to augment the cost of the personal cellular phone plan for the business purpose use.

II. POLICY STATEMENT
The purpose of this policy is to establish the criteria for providing a cellular phone allowance and to outline the procedures for requesting, approving, and receiving a cellular phone allowance.

III. POLICY
A. An employee may be eligible for a cellular phone allowance if at least one of the following criteria is met, as determined by the department head and approved by the Cabinet level administrator:
   1. The job function of the employee requires considerable time outside of their assigned office or work area, and the employee must be accessible during those times;
   2. The job function of the employee requires them to be accessible for urgent college business outside of normal working hours or while traveling.
   3. The employee is designated as key personnel needed in the event of an emergency.

B. Eligible employees receive a taxable allowance in accordance with the current rate. The cellular phone allowance does not constitute an increase to base pay. It will not be included in the calculation of percentage increases to base pay due to raises. Allowances are funded by the employee’s department.

C. The College reserves the right to review and adjust the amount of the allowance at its discretion, as necessary. Employees will be notified in writing at least one-month in advance of a change.
D. The employee is responsible for purchasing a cellular phone and establishing and maintaining service with a provider of their choice. The employee must also provide the AVP for Administration a copy of their cellular phone monthly bill to begin receiving an allowance and once annually thereafter. If the employee terminates their cellular phone plan at any point, they must notify their department head within five business days to terminate the stipend.

E. Employees receiving a cellular phone allowance, along with other employees who work with campus data on their personal devices, are expected to adhere to the following security protection practices:
   1. Password protect your phone and enable auto-lock. Choose the strongest password that your phone can support.
   2. Keep your phone’s operating system and applications or software updated with the latest security fixes and patches to protect against harmful software.
   3. Enable Delete Data Remotely feature on your phone. Make sure to enable the “Android Device Manager” or “Find My iPhone” feature, so that you can track your phone down if it goes missing and delete the phone’s hard drive remotely if your phone is lost or stolen.
   4. Be cautious using public WiFi hotspots while using your phone for college business.
   5. Set your browser for private browsing when using your phone for college business.
   6. Erase all your personal information and settings from your phone before disposing of it.
   7. If your phone contains sensitive college data and it is lost or stolen, report it here or call University Police, 585-245-5651.

F. The College does not accept any liability for claims, charges or disputes between the cellular phone service provider and the employee.

G. An allowance will be ceased if:
   1. The employee’s employment terminates;
   2. The employee’s department head or the Cabinet level administrator determines they are no longer eligible for the allowance;
   3. The employee does not submit, to the AVP for Administration, a copy of their cellular phone bill by June 1st.
   4. The employee no longer has a cellular phone or service plan;
   5. The employee uses the cellular phone in any manner contrary to local, state, or federal laws or college policy.
   6. The employee’s job or job function changes making it no longer justified for having a cellular phone allowance.
H. The process to request a cellular phone allowance is as follows:

1. The employee completes and signs the Cellular Phone Allowance Request Form and submits it and a copy of their cellular phone bill to the department head.

2. If the department head agrees that the employee’s request meets the criteria for an allowance, the form is signed and forwarded to the appropriate Cabinet level administrator along with the copy of the cellular phone bill and a GER form.

3. If the Vice President approves, the Cellular Phone Allowance Request Form and GER form are signed and forwarded with the copy of the cellular phone bill to the AVP for Administration for final eligibility determination and approval.

IV. DEFINITIONS

A. Define terms that need explanation or that will aid interpretation of the policy.

1. Employee refers to those staff listed in the scope of this policy.
2. The words cellular phone and phone are used interchangeably in this policy.

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Susan Chichester
Chief Information Officer & Director of CIT

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Date of Approval