

Aims Community College Procedure

Administrative Services

Cellular Phones

Purpose: Wireless communications equipment (cell phones) can be an effective resource for College employees in the performance of their job duties. Based on the job duties assigned, certain positions may qualify for an allowance to cover the business use of such cell phones. Due to the requirement to comply with IRS regulations regarding personal use of institutionally owned equipment and the difficulty and time intensive manual labor required to identify, track and determine personal versus business use, the College will only provide such communication equipment to specific departments.

This guideline assumes that for employees who qualify for an allowance, the equipment will be used for both personal and business use. Employees who qualify for a cell phone allowance will have the allowance amounts included in their monthly payroll.

- A. Guidelines to categorize cell phone use as Tier I, Tier II or Tier III are determined by the area's Cabinet Member. The allowance amounts are intended to cover a portion of monthly service costs based on the level of reasonable and necessary job related use. Administrative Services will review and set the amounts to be provided for allowances on a periodic basis.
- B. A cell phone allowance may be authorized if at least one of the following two criteria is met:
 - 1. The job function of the employee requires considerable time outside of their assigned office or work area and it is important to the College that they are accessible during those times; or
 - 2. The job function of the employee requires them to be accessible outside of scheduled or normal working hours.

This allowance does not constitute an increase to base pays, and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, etc.

C. Guidelines for Cell Phone Allowance

This guideline institutes an allowance towards the cost of business use of cell phone service for certain employees.

- 1. Employee responsibilities: The employee will purchase cell phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, service levels, calling areas, service and phone features, termination clauses, and payment terms and penalties. The employee is also responsible for the purchase, loss, damage, insurance, and/or replacement of phone equipment.
- 2. Cell Phone Use: The allowance agreement (1) assumes that the cell phone will be used for both personal and business use, therefore the overall costs are shared, (2) requires that the cell phone is available for business access, (3) requires that the employee receiving an allowance maintains active cell phone service and (4) requires that the employee carries the cell phone with him/her, keeps it charged, in operational condition

and accessible for business use as required by their department head or supervisor. By accepting a cell phone allowance the employee fully understands and expressly agrees to allow the College to post his or her number on internal phone directories associated with the College.

D. Determination of Dollar Amount of Allowance

Based on job duties as it relates to communication accessibility, and amount of anticipated business use as described below, three categories are identified to determine the amount of allowance. Determination of the allowance is made by the employee's Cabinet Member, based upon the business usage guidelines below:

1. Tier I - The performance of the employee's duties necessitate low business use of a cell phone for voice, email and/or data. The allowance for this level is intended to cover a low portion of the employee's expense for monthly service.
2. Tier II – The performance of the employee's duties necessitate moderate business use of a cell phone for voice, email and/or data. The allowance for this level is intended to cover a moderate portion of the employee's expense for monthly service.
3. Tier III – The performance of the employee's duties necessitate extensive business use of a cell phone for voice, email and/or data. The allowance for this level is intended to cover a greater portion of the employee's expense for monthly service.

E. Documentation and Review Requirements

The Cell Phone Allowance Request Form must be submitted to Payroll to initiate an allowance. Administrative Services will contact Cabinet Members on a periodic basis to reaffirm if existing cell phone allowances should be continued, modified, or discontinued.

F. Exclusion of Other Communication Devices and Services

This guideline does not cover allowances for other communication devices and/or services. Mobile hand held devices, tablet PC's, or other devices are not eligible for allowances. Also, home internet service is not covered by this agreement.

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Responsible Administrator: Vice President for Administrative Services

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