

OWENS COMMUNITY COLLEGE
PROCEDURES

**Cellular Phone and Wireless Telecommunication Devices for Business Purposes Board Policy
No.: 3358:11-4-16**

PROCEDURES:

I. General

College-supported cell phone usage may be facilitated in one of the following ways. Decisions regarding college-supported cell phone usage are based upon the nature and type of work required of an employee's role:

- A. Stipend Option: a monthly stipend may be authorized based upon the nature and type of work required of an employee's role.
- B. Cell Phones Issued to a Department Option: the College may procure a group of cell phones and issue them to a department for use during work hours.

In all cases, there must be funds budgeted, and a business necessity. A stipend, or phone, should not be issued without review of the nature and type of work required of an employee's role. Whenever possible, regular telephones should be used.

II. Approvals

- A. A vice president's approval is required to obtain a cell phone stipend or to procure a group of cell phones for a department. Approval from the President is required for a vice president to obtain a cell phone stipend.
- B. An employee's supervisor may request approval for a stipend after the supervisor has determined that an employee meets at least one of the following criteria:
 - 1. Employee must be readily accessible, as a regular part of their job, in the event of an emergency.
 - 2. Employee needs to be accessible after normal working hours, as a regular part of their job.
 - 3. Employee's job duties are critical to the operation of the College and immediate response is needed, as a regular part of their job.
 - 4. Employee's job requires the employee to be mobile with direct office contact, as a regular part of their job.
- C. Monthly stipend levels are based upon a \$20.00 or \$40.00 monthly stipend and should be listed on the *Cell Phone Stipend Authorization Form*. During the year, if usage decreases, the stipend may be adjusted downward, or if usage increases and the budget is sufficient, the stipend may be adjusted upward.

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- D. Due to the mobile nature of their work, certain departments (e.g. Department of Public Safety, Information Technology, Facilities, etc.) may request a group of cell phones for use by staff during work hours.

III. Process for Cell Phone Options

- A. Stipend Option. The stipend method of reimbursement is classified as a “non-accountable” plan by the IRS. This option means that the employee is not required to submit any substantiation of business usage of the cell phone to the College once a stipend has been approved for the employee. This stipend will be included on the employee’s W-2 form as taxable compensation.
1. The employee must work with the supervisor to first obtain written approval from the appropriate vice president for receiving the level of stipend needed.
 2. The employee is responsible for establishing a cell phone account with a vendor and selecting a plan. If the employee already has an established plan prior to the business need being identified, this step will not be necessary.
 3. Proof that the plan is in effect, i.e. a copy of the contract or the first (current) month’s bill, must be provided to the supervisor.
 4. The stipend will be effective the first of the month following the approval of the stipend.
 5. The supervisor will retain the supportive documentation and then forward the completed *Cell Phone Stipend Authorization Form* to the Office of Human Resources.
 6. Human Resources will enter the stipend into the personnel system based upon the *Cell Phone Stipend Authorization Form*.
 7. All costs related to the purchase and usage of the cell phone are the responsibility of the employee.
 8. Each college vice president, facilitated by the Office of Human Resources, must review stipends annually.
- B. Cell Phones Issued to a Department Option – Under circumstances when a department, as a regular necessity, requires cell phone usage due to the nature of their work, a group of phones may be requested through the Business Affairs Office. These phones are not issued in an individual employee’s name, but rather to a department as a whole where the phones are reassigned daily or frequently (e.g. Department of Public Safety, Information Technology, Facilities, etc.).

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IV. Stipend Rates

- A. Stipend \$20.00 – This stipend amount is for the employee who has light to moderate usage, per the approval section above, of the cell phone for business purposes.
- B. Stipend \$40.00 – This stipend amount is for the employee who has moderate to heavy usage, per the approval section above, of the cell phone for business purposes.

V. Termination of Service

- A. If an employee receiving a monthly cell phone stipend decides to terminate the service or the service is cancelled, the monthly stipend will also be terminated. The employee is responsible for notifying the supervisor if the stipend is no longer needed because service has been terminated or cancelled.
- B. When the employee's supervisor becomes aware that the employee's cell phone service is no longer active but the stipend is still being paid, he/she must notify the Office of Human Resources by submitting the cancellation on the *Cell Phone Stipend Authorization Form* to end the stipend.

VI. Lost, Stolen, or Damaged Equipment

The employee receiving the monthly cell phone stipend is responsible for the replacement of any lost, stolen or damaged equipment. For this reason, the employee may want to consider purchasing insurance for their cell phone.

VII. Ending a Stipend

- A. A stipend may be ended for the following reasons:
 - 1. Termination or cancellation of the cell phone service.
 - 2. Determination by the employee's supervisor that the employee no longer has a business need for conducting business via cell phone or the level of service is not as high (in which case the stipend amount may be lowered or eliminated).
 - 3. Extended absence (a full month or more) from College duties, e.g. for long-term disability or military service.
 - 4. Termination of employment.
- B. The stipend will end in the month of the employee's termination or cancellation of service, or the month the business need is determined not to exist (including extended absences).

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- C. If an employee terminates employment with the College, whether voluntarily or involuntarily, the employee will have sole responsibility for fulfilling the terms of whatever contract has been established with the cell phone service provider. The College will give no further remuneration for cell phone service.

VIII. Supervisor's Responsibilities

The supervisor is responsible for:

- A. Determining whether there is a significant business need for an employee to have cell phone service and thus receive a stipend.
- B. Obtaining vice president's approval.
- C. Forwarding documentation to start the stipend to the Office of Human Resources.
- D. Periodically verifying the cell phone service is still in effect by requesting written verification from the employee or calling the employee on the cell phone.
- E. Determining when there is no longer a business need for the employee to have cell phone service.
- F. Notifying the Office of Human Resources by submitting the cancellation on the *Cell Phone Stipend Authorization Form* if he/she becomes aware that (a) the employee no longer has the service or (b) there is no longer a business need for the service or (c) the employee has terminated employment.

IX. Employee's Responsibilities

The employee is responsible for:

- A. Selecting a cell phone service plan and provider that will satisfy the level of service needed to effectively conduct College business.
- B. Purchasing any equipment, service, or insurance including, but not limited to, installation or mounting in a vehicle, hands free equipment, the phone instrument, etc.
- C. Submitting documentation to the employee's supervisor to establish the stipend.
- D. Supplying proof of continued service, if requested.
- E. Notifying their supervisor if the service is terminated or cancelled.

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F. Completing the financial and all other commitments for any active cell phone service contract still in effect at the time of termination of employment and/or the stipend.

X. Penalty for Fraud

The penalty to an employee for accepting a stipend based on fraudulently representing having an active cell phone line may include up to, but is not limited to, repayment of the stipend and/or termination.

Effective Date July 1, 2018

Replaces: Former procedures from December 1, 2012

5-9-18