Policy

UNIVERSITY POLICY FIN-02.01-09/13

TO: University of West Florida Community

FROM: Dr. Judith A. Bense, President

SUBJECT: Cell Phone and/or Mobile Data Plan Allowance

Responsible Office/Executive: Vice President Business, Finance, & Facilities

Policy/Purpose: To define University policy regarding the use of cell phones or other mobile devices for business purposes

Policy:

Employees whose position responsibilities require them to use a personal communication device for university business are eligible to receive a communication allowance each pay period as determined by a divisional Vice President.

Employees determined to be eligible will receive a minimum supplement of $25 per pay period, which is considered the minimum to fairly approximate costs involved in maintaining cell phone and/or mobile data plan service. This supplement is taxable income and will be set apart on the payroll stub as "Communication Allowance". The communication allowance is not considered part of the employee's base salary and will not be used to compute any type of salary increase or benefit accrual.

The university will provide an allowance to an employee for only one cell phone and/or mobile data plan, regardless of the number of devices an employee may use to access the university. Employees are not required to maintain a separate communications device for this purpose and may use a personal device; however, the phone number of any cell phone associated with the allowance must be provided to the university for distribution or posting as appropriate to the needs of the institution. All equipment purchases are the responsibility of the employee.

The university may provide an allowance in excess of the minimum where appropriate in an effort to reasonably approximate the cost of the type of service/equipment made necessary by the employee's position requirements and based on the reasonable and prevailing costs of such service. Eligibility for the enhanced allowance will be determined by the appropriate divisional Vice President.

Allowances will be reviewed periodically for continued eligibility of the recipient and appropriateness of the amount. The university may elect to modify or eliminate this allowance in accordance with university needs and the availability of resources without prior notice to the employee.

When a communication allowance is provided the university accepts no responsibility for:

- The purchase of cell phones and related equipment
- The purchase of cell phone and/or mobile data plans, regardless of the type of service or plan used
- The payment of related charges for cell phone and/or mobile data plans
- The payment of cell phone and/or mobile data plan charges for contract cancellations or delinquent payments to a provider

The university reserves the right to purchase personal communication devices other than cell phones for employee use.

In limited circumstances issuance of a university provided cell phone may best meet the needs of the university. A Divisional Vice President must approve a department's ability to issue a University provided cell phone.

Approved By:

Dr. Judith A. Bense, President Date: 4/18/13

History:

Cell Phone and/or Mobile Data Plan Allowance Procedures:

- The Department Chair/Director should determine the source of funds for paying the cell phone and/or mobile data plan allowance. The Department Chair/Director should also ensure that funds for a Sponsored Project are not used as a funding source, unless specifically authorized in the award document for a Sponsored Project.

- The Department Chair/Director should initiate a **Personnel Action Form** for the allowance, and route it through the proper approval channels prior to submission to Human Resources.

- The Department Chair/Director should have the employee complete the **Cell Phone and/or Mobile Data Plan Allowance Form.** Attach it to the **Personnel Action Form** for routing through the proper channels.

Cell Phone and/or Mobile Data Plan Allowance

Employees are notified if, based on their position requirements, they are required to maintain and carry a cell phone or other personal communication device in order to increase their accessibility to the university. Employees are not required to maintain a separate cell phone or device and may use a personal cell phone or device for this purpose. Such employees will receive a minimum of $25 per pay period. This allowance is considered the minimum to fairly approximate costs involved in maintaining cell phone and/or mobile data plan service. The allowance is taxable income and will be set apart from salary on the pay stub as “Communication Allowance.” The Cell Phone and/or Mobile Data Plan Allowance is not considered part of the employee’s base salary and will not be used to compute any type of salary increase or benefit accrual.

The university will provide an allowance to an employee for only ONE cell phone/mobile data plan, regardless of the number of devices an employee may use to access the university.

The university will provide an allowance in excess of the minimum, where appropriate, in an effort to reasonably approximate the cost of the type of service/equipment needed by employee’s position requirements and based upon the reasonable and prevailing costs of such service. The university may elect to modify or eliminate this procedure in accordance with the university’s needs and the availability of resources without prior notice to employee.

Employee acknowledges that the university accepts no responsibility for

- the purchase of cell phones, and related cell phone equipment,
- the purchase of cell phone/mobile data plans, regardless of the type of service or plan used,
- the payment of related charges for cell phone/mobile data plans,
- the payment of cell phone/mobile data plan charges for contract cancellations or delinquent payments to a provider.

The university reserves the right to purchase personal communication devices other than cell phones for employee use.

Employee agrees to acquire and maintain such cell phone/mobile data plan in employee’s own name and accepts sole responsibility for paying for such service.

Employee Signature Employee Name Printed Date

( )

Employee Cell Phone Number