



Administrative Guidelines: Wireless Services

Purpose:

This document allows the College to meet Internal Revenue Service Regulations and its fiduciary responsibility by providing guidelines for the use of wireless services such as cell phones or wireless personal digital assistants (PDAs) for business purpose.

Guideline:

The College will not own wireless devices and/or their plans for the use of individual employees (except as authorized in contract). Employees whose job duties include the need for a wireless device may receive extra compensation, in the form of a monthly salary allowance, to cover business-related costs. No further reimbursement for wireless devices is available to employees who have such an allowance. All other employees may submit business-related wireless device expenses for individual reimbursement.

Procedures:

1. Use of Wireless Devices for Business Purposes

A. Establishment and Payment Allowance

If a College employee's job duties include the need for a wireless device, then the employee may be eligible for a salary allowance to cover such expenses. It may be requested using the Wireless Allowance Request Form. The request may be made at any time during the fiscal year. The dollar amount requested should cover the remainder of the fiscal year. Payments will be divided equally among the remaining pay periods. For example, a \$360 request is made at the beginning of the fiscal year (July 1), for an employee who is paid semi-monthly. The employee will receive \$15 extra per pay period (gross) on his or her paycheck.

Regardless of when they are established, allowances will cease at the end of the fiscal year (June 30). Each fiscal year Wireless Allowance Request Forms must be sent to Human Resources to continue the allowance, or to establish any new allowances.

This allowance does **not** constitute an increase to base pay, and will **not** be included in the calculation of percentage increases to base pay. It also is **not** reportable wages for college paid retirement plans.

B. Determination of Allowance Dollar Amount

The dollar amount of the allowance should cover the employee's projected business-related expenses only. In order to keep this determination relatively simple for the departments, the Purchasing Department will establish three (low, medium & high) usage limits. The purchasing department will also list monthly additives for special equipment or uses not anticipated by this policy. Based on the department's projections of the employee's usage and/or special circumstances the department will choose one of the three amounts and additives if determined for an allowance.

C. Use of wireless device

The employee **must** retain an active wireless device contract as long as the allowance is in place. Because the employee owns the wireless device personally, and the allowance is taxable income, the employee may use the phone for both business and personal purposes, as needed.

D. Documentation and Review Requirements

The department's Budget Signature Authority must assure that all employees receiving the allowance have active wireless contracts for the allowance period requested. A list of the telephone numbers and/or periodic copies of personal invoices will suffice for this requirement. Department files are subject to audit at any time by the Office for Finance or external auditors.

Employees agree to provide the College with proof of an active wireless contract during the allowance period if requested.

The budget signature authority is responsible for annual review of employee business-related wireless device use to determine if an existing allowance should be continued, changed, or discontinued, and to determine if any new allowances should be established.

E. Fees for Contract Changes or Cancellations

The College will not be responsible for ANY fees associated with a change or cancellation in contract. The employee will bear ALL cost of any fees associated with their plans.

2. Infrequent Use of Wireless Devices for Business Purposes

If the College employee's job duties do not include the need for a wireless device, then the employee is not eligible for an allowance to cover such expenses. Such employees may request reimbursement for the actual **extra** expenses of business calls made using their own device (but reimbursement for per-minute air time charges is limited to the total overage charge shown on the invoice, i.e., expenses for minutes included in the plan will not be reimbursed). For example, if the employee's plan includes 100 free minutes and the minutes used both personal and business for the month were 125 minutes, then the maximum amount of minutes that the employee could be reimbursed for the month would be 25, even if business use was 50 for the month.

The individual should make personal payments to the provider, and then submit a Request for Wireless Reimbursement Form to the Purchasing Office. A copy of the statement should be attached to the form, with the separate business-call charges clearly marked. These requests must be made within thirty days of the cell phone invoice date.

3. Departmental Use of Wireless Devices

The College will continue to allow a few departments (Examples: Police, Facilities, and ITS) the capability of maintaining a small number of wireless devices for departmental use. These devices will be signed out to individual employees as needed. The department must maintain a sign in/out record using the appropriate property form. These devices must be used for BUSINESS purposes only. The monthly invoices submitted for payment to the Office for Finance must identify the business purpose of each charge (except calls to SF phone numbers).