



"Creating an excellent
college experience"

Date Issued: September 2011	Policy Number:
Revised: August 2013	211
Section: Human Resources	
Subject: Cell Phone Policy	

Cell Phone Policy:

Dining Services recognizes that certain job functions require the use of a cell phone to conduct official business. This policy provides specific guidelines regarding the use of cell phones for business purposes and the methods available to accomplish this purpose. Utah State University has an internal policy upon which this policy is based, Policy 518.

Procedure:

An eligible employee will receive a monthly communication allowance to cover the cost of projected business-related charges that will be incurred under the employee's personal cell phone plan. This amount will be determined by the immediate supervisor and approved by the Executive Director at the time of hire or as appropriate throughout the employment of the person and should be appropriate for required business-related needs. The reimbursement will be \$40.00 for regular voice plans and \$90.00 if a data plan is approved. The employee may, at his or her own expense, add extra services or equipment features as desired.

Data Plans:

Data plans are deemed necessary based on the need for immediate e-mail notification or a need to maintain a calendar.

The communication allowance will be paid through the payroll process and is considered taxable income.

If infrequent business calls are made by an employee who does not receive a communication allowance or University-provided phone, departmental approval can be given to reimburse the employee for business calls that exceed personal wireless plan minutes. Appropriate documentation, such as a copy of the wireless plan billing statement and the stated business purpose of the call, should be retained to support the reimbursement.

Phone Initial Purchase or Replacement:

Typically the phone device will be acquired by the employee. Dining Services will reimburse an employee up to \$150.00 if data plan is approved; \$100.00 if a data plan is not approved. Accessory Expenses must be pre-approved by the person responsible for the operation or the Executive Director if appropriate. Replacement more often than every 2 years must be due to damages at work.

Filling out the Communication Allowance Request Form:

1. The communication allowance is established by submitting a completed Communication Allowance Request Form 211a.
 - a. Purchase or Replacement expenses are listed under the Data-Capable Device Allowance section. One time reimbursement.

- b. Ongoing monthly allowances are listed in the Monthly Communication Allowance section.
 - c. The Beginning date is the date the allowance starts and the ending date is typically two years from the beginning date as that is the typical time frame for a Cell phone contract.
2. The form is to be completed and turned into the Executive Director for approval.
 3. Upon approval, the Executive Director will turn in the form to payroll for processing and keep a copy on file.
 4. If the person filling out the form is not a contracted employee, coordination needs to occur with Dining Services payroll clerk to ensure payment is made.