

**Policy Title:** Cellular Phone Policy

**Policy Summary:** University Ownership of Cellular Phones & Cellular Phone Allowance Eligibility

**Policy Category:** Financial

**Policy Owner:** Chief Financial Officer

### Policy Summary

The University will not own cellular phones for the use of individual employees except in limited situations. Employees whose job functions include the frequent need for a cellular phone may receive a stipend, in the form of a cellular phone allowance.

### Purpose

This policy is to provide guidance related to the employee use of cellular phones for business purposes.

### Scope

This policy applies to Drake University employees whose job duties require the use of cellular phones for business purposes.

### Definitions

**Business Purpose or Business-Related:** Related to the functions at Drake University; generally anything that is not a personal purpose.

**Cellular Phone:** Any electronic device that allows for communication or data exchange over a cellular network.

### Policy

The University will not own cellular phones for the use of individual employees except in limited situations determined necessary by a member of President's Council. University owned and operated cellular phones will be managed by the department responsible for the phones and should be used for business purposes only (no personal use).

Employees whose job duties require frequent and consistent use of a cellular phone, as determined by their manager may be eligible for a stipend, in the form of a cellular phone allowance.

If a University employee's job duties do not require frequent and consistent use of a cellular phone, the employee is not eligible for an allowance. In such instances, the employee may request reimbursement for the actual incremental (extra) expenses attributable to the business-related use of the cellular phone. Expenses for minutes or data allowances included in the plan will not be reimbursed. The individual should make personal payment to the provider, and then should submit a request for reimbursement for incremental (extra) business-related cellular phone usage.

### Eligibility for Cellular Phone Allowance

Eligibility for a cellular phone allowance will be confirmed by managers and approved by the applicable President's Council member. In determining whether an employee's job duties require frequent and consistent use of a cellular phone, the following factors are applicable:

- Safety requirements indicate having a cellular phone is integral part of performing the essential job functions of the employee's job description;
- More than 30% of work is conducted off campus or for those employees who work remotely away from their regular work site, such as for student recruitment or fundraising;
- Job duties require they routinely work away from a designated office location and must remain in contact with their manager or other University personnel while away from their designated office location;
- Job duties require they be contacted on a frequent and consistent basis outside of normal work hours;
- Job duties include critical University-wide decision making.

### Payment of Allowance

To request the stipend for an employee, an Employment Status Form (ESF) should be submitted to Human Resources and should include approval by the appropriate President's Council member. The allowance will be paid monthly or biweekly depending on the employee.

Cellular phone allowances will be considered taxable income to the employee. The allowance will not constitute an increase to base pay and will not be included in any calculation of percentage changes to base pay.

Members of President's Council and managers will review the list of employees receiving cellular phone allowances annually to determine if existing cellular phone allowances should be continued as is, changed or discontinued.

### Amount of Allowance

It is expected that most cellular phone plans include unlimited talk and data, or extra charges for such usage are minimal. As such, the employee may not incur any incremental personal cost for business use of the personal cellular phone. However, the cellular phone allowance is intended to acknowledge that the University may require some level of business-related use of their personal cellular phone. The University reserves the right to change the allowance amount or suspend the allowances either temporarily or permanently at any time.

Cellular phone allowances will be limited to the following amounts:

<b>Employee Status</b>	<b>Allowance Amount</b>
Exempt employees	\$26 monthly
Non-exempt employees	\$12 biweekly

Exceptions to the above allowance amounts will be allowed only in the following circumstances:

- Allowances specified in individual employment agreements for which the University is contractually obligated; and
- Upon review and approval by the Chief Financial Officer or Chief Administration Officer.

### Use of Cellular Phone

For employees receiving a cellular phone allowance, the cellular phone contract will be in the name of the employee who will be solely responsible for all payments to the service provider, including the purchase price of cellular devices. Lost or broken cellular equipment will be the responsibility of the employee. The University does not accept any liability for claims, charges or disputes between the service provider and the employee.

Recipients of a cellular phone allowance must provide the cellular phone number to the University and must continue to maintain the cellular phone while in receipt of the allowance. Such recipients also consent to the cellular phone number being published as determined appropriate by the University, such as in emergency contact lists.

**Last Review Date:** August 2021

**Effective Date:** July 2009