



COLLEGE POLICY

POLICY NUMBER: 2510A

DATE APPROVED: August 24, 2020

POLICY TYPE: Administration

POLICY TITLE: Cell Phone Expenditures

RESPONSIBLE ASSOC. /VICE PRESIDENT: Executive Vice President for Finance & Administration/Chief Operating Officer

POLICY PURPOSE:

Provide guidelines for payments for employee use of cell phones for work activities.

POLICY:

This policy is designed to provide for the appropriate and responsible expenditure of District funds for the use of cell phones for District business purposes. This policy results in each user having both the freedom of choice and personal responsibility for his or her own cell phone plan.

The college will not own cell phones for the use of individual employees except in limited situations that require specific equipment or similar technology to perform District functions (e.g. public safety). Any college-owned cell phones are not intended for personal use.

Employees whose job duties include the need for a cell phone may receive extra compensation in the form of a \$50 per month during the employee's work contract period phone allowance to cover business-related costs.