



COLLEGE POLICY GUIDELINES/PROCEDURES

POLICY NUMBER: Leave blank – President’s office will assign a number

DATE: April 5, 2017

POLICY TYPE: Administration

POLICY TITLE: Cell Phone Policy

GUIDELINES/PROCEDURES:

Procedure:

In order to receive a cell phone allowance, an employee’s supervisor must determine that an employee’s job duties include a need for a cell phone. In order to request an allowance, at least one of the following criteria must apply:

- Safety requirements require the routine use of a cell phone during non-scheduled hours
- More than 50% of the employee’s work is conducted away from a job site where the employee has access to a landline phone
- The employee is required to be on-call (24/7)
- The employee is deemed a critical decision-maker

The request must be approved by the Vice President overseeing that unit. Requests to establish payments for an employee should be sent to Payroll (payroll@madisoncollege.edu) using the Cell Phone Allowance Request Form. Supervisors are responsible for an annual review of employee business-related cell phone use to determine if existing cell phone allowances should continue. In order to discontinue an allowance, submit the Cell Phone Allowance Request Form to Payroll (payroll@madisoncollege.edu) noting “Discontinue allowance as of XX/XX/XXXX in the business justification portion of the form.

If an employee transfers to a new department, their cell phone allowance will be terminated. The manager of their new department will be required to submit a new authorization form, if the allowance is to continue.

The allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay due to annual raises, job reclassifications, etc.

The cell phone contract will be in the name of the faculty or staff member who will be solely responsible for all payments to the service provider. Only one cell phone allowance will be provided per faculty or staff member.



The college reserves the right to remove a participant from this plan if there is insufficient budget in the designated fund to meet the cost of monthly allowances. Employees receiving allowances are expected to own their own equipment (i.e. the phone) and will not be reimbursed for the purchase of the equipment.

Use of the Phone

Madison College does not accept any liability for claims, charges or disputes between the service provider and the faculty or staff member. Recipients of a cell phone allowance must notify Madison College of the cell phone number and must continue to maintain the cell phone while in receipt of the allowance.

Because the cell phone is owned personally by the employee, the employee may use the phone for both business and personal purposes, as needed. The employee may, at his or her own expense, add services or equipment features, as desired. If there are problems with service, the faculty or staff member will need to work directly with the carrier for resolution. Tech Services will continue to support smartphone users with email and calendar functionality.

Use of the phone in any manner contrary to local, state, or federal laws or in a manner that is unethical or unprofessional will constitute misuse, and will result in immediate termination of the cell phone allowance.

If, prior to the end of the cell phone contract, a personal decision by the employee, or employee misconduct, or misuse of the phone, results in the need to end or change the cell phone contract, the employee will bear the cost of any fees associated with that change or cancellation. Employees must notify the Payroll Office if the cell phone contract is terminated.

If, prior to the end of the cell phone contract period, a departmental decision (unrelated to employee misconduct) results in the need to end or change the cell phone contract, the department will bear the cost of any fees associated with that change or cancellation. For example, the employee's supervisor has changed the employee's duties and the cell phone is no longer needed for business purposes. If the employee does not want to retain the current contract, change or cancellation fees will be reimbursed by the department.

Accounting:

Cell phone allowances are budgeted and expensed as controllable salaries in ledger account 5045: Clerical/Secretarial PT. Cost Center Managers must budget for this expense when developing their budgets. Please see the Cell Phone Allowance Request Form on the following page for more information.



CELL PHONE ALLOWANCE REQUEST FORM

Instructions: Complete the information requested below for the employee requesting a phone allowance.

Employee Name:

Employee ID:

Department Name:

Accounting:

| Account | Fund | Cost Center | Program | Location |
|---------|------|-------------|---------|----------|
| 5045 | | | | |

Business Justification (please see Policy XXXX Payments for Business-related Cell Phone Expenditures for guidance on allowance activities):

Employee Certification:

I certify that the allowance will be used toward expenses I incur for cell phone usage as described in the business justification section of this form and agree to the terms and conditions outlines in the College’s Payments for Business-related Cell Phone Expenditures Policy. If I am using a smartphone, I also agree to comply with the College’s Smartphone Policy. In addition, I understand and acknowledge that the College will not be responsible for the terms of any contract I may choose to enter into with a cellphone company for my personal plan, including but not limited to any fees associated with early termination of a contract. Finally, I will notify the Payroll Office within one week of terminating my contract, which will result in the discontinuation of the cell phone allowance.

The cell phone number for the phone this allowance will be used to pay for is:

| | |
|---------------------------------|---------------|
| _____ Employee Signature | _____ Date |
| _____ Supervisor’s Signature | _____ Date |
| _____ VP Approval | _____ Date |

Please complete this form and submit it to the Payroll Office (payroll@madisoncollege.edu). Questions about this form and the related policies can also be directed to Payroll.