

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE**CELLULAR TELEPHONE ALLOWANCE**

Date approved by cabinet: March 8, 2023

Effective date: April 20, 2023

Expiration date (5 years from effective date if not renewed): April 20, 2028

Section 1. Purpose

- 1.1. BridgeValley Community and Technical College (College) employees may be compensated for the use of the employee's personal cellular devices when, as part of their normal work duties, it is deemed that the use of the device is in the best interest of the College.

Section 2. Procedures

- 2.1. College personnel provide services to a dynamic population of faculty, staff and students often on a continual basis. To ensure services are uninterrupted, a growing number of employees must be out of their assigned work locations on a routine basis and be accessible by telephone for a variety of reasons. To ensure this continuity of service, managers may allow certain employees to utilize their personal cell phone. This enables the department to maintain contact with them throughout the day as needed; and/or the department can reach them during evening hours for on-call/emergency purposes.
- 2.2. The College reserves the right to determine employee eligibility for the cellular telephone allowance. Employees designated eligible for this allowance will be compensated per pay period for the use of their personal cellular telephone. The salary allowance will be a non-taxable component of the employee's salary. The allowance plan for each employee designated as eligible must be approved by the President in consultation with the Chief Financial Officer based upon budget availability.
 - 2.2.1. Participant Participation Expectations:
 - 2.2.1.a. The employee shall have their cellular telephone on and respond to College calls as needed both during normal work hours and after work hours as necessary for each employee's position.
 - 2.2.1.b. The employee shall be responsible for all contractual and billing arrangements with the cellular carrier of their choice.
 - 2.2.1.c. There is no expectation for the employee to respond to calls while on leave.

- 2.2.1.d. The College is not responsible for loss, theft, or damage to and employee's personal wireless device. Employees should consider purchasing device insurance through their service provider.
- 2.2.2. The amount per year will be \$650 (\$25/pay period, 26 pays).
 - 2.2.2.a. The President and all President Cabinet members are designated eligible to receive a cell phone allowance.
 - 2.2.2.b. For all other College staff, the authority to designate which employees will be allowed to be reimbursed for use of a personal cellular telephone for College business purposes is approved by the President.
 - 2.2.2.c. For all College employees approved for a cell phone allowance, a College Cellular Telephone Approval Form must be completed indicating the appropriate salary allowance for the College business use of personal cellular telephones. Each department will be responsible for budgeting these expenses. Should it be determined that an employee is no longer required to use his/her personal cell phone for College business purposes, the department will submit a College Cellular Telephone Discontinuance Form ending the salary allowance. Please note that the salary allowance is not intended to pay the full cost of the cell phone, but to cover expenses that the employee incurs while on official business for the College. These forms are to be sent to Payroll for review and processing.
 - 2.2.2.d. Some employees may work less than a 12-month contract or be required to use their personal cell phones during certain periods only. It will be up to the employee's supervisor to specify the months a cellular telephone allowance will be required.
 - 2.2.2.e. The cell phone allowance will not be added to the employee's benefits base salary. Taxability of this allowance is determined by federal and state income tax laws.
 - 2.2.2.f. Employees who currently have a College state cellular phone under contract may not participate in this allowance program until the contract's term and conditions have been satisfied.
 - 2.2.2.g. The salary allowance amounts will be reviewed periodically by the Chief Financial Officer and the President to determine if the amounts should be adjusted.
 - 2.2.2.h. In the event an employee does not have cellular telephone service due to theft, damage, loss, etc., the employee's stipend will be suspended until the employee restores his/her service. Employees receiving a cell

phone allowance must report when the cell phone is inoperable. In the event that a cell phone is lost or inoperable, the employee must restore cell phone service within 10 days, or the cell phone allowance will be discontinued until cell phone service is restored.

**BridgeValley Community and Technical College
Cellular Telephone Approval Form**

The purpose of this program is to allow approved College employees an allowance for the use of their personal cellular telephone on College related business calls. Participants in the program will receive an amount commensurate upon previous campus cellular telephone usage or anticipated usage. The employee will be compensated per pay period for the use of their personal cellular telephone.

The allowance is subject to income tax and social security withholding. It is not considered as part of the employee's benefit base salary.

Guidelines for participants:

1. The employee shall have their cellular telephone on and respond to College calls as needed both during normal work hours and after work hours as necessary for each employee's position.
2. The employee shall be responsible for all contractual and billing arrangements with the cellular carrier of their choice.
3. There is no expectation for the employee to respond to calls while on leave.
4. The College is not responsible for loss, theft, or damage to an employee's personal wireless device. Employees should consider purchasing device insurance through their service provider.

By signing below, I certify that I understand the purpose of this program and agree to the requirements.

Employee _____ Date _____

Effective _____, the above employee has my approval to be compensated \$25.00 per pay period equating to a yearly allowance of \$650.00 for College use of their personal cellular telephone.

The above employee is a 12-month employee (or less than a 12-month employee) and is required to use their personal cell phone during certain months. A cell phone allowance is approved for the following months: Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Supervisor _____ Date _____

President _____ Date _____

**BridgeValley Community and Technical College
Cellular Telephone Allowance Discontinuance Form**

The following employee was receiving a cell phone allowance as required by his/her position to compensate for College business use of a personal cell phone. Due to changes in responsibilities, the below employee is no longer required to have a cell phone for business use. Discontinue the cell phone allowance the next pay cycle following effective date of _____.

Employee (print the employee's name) _____

Supervisor (sign approval) _____ Date _____

President (sign approval) _____ Date _____