

140-03 CELLULAR PHONES—PROCEDURE

1. PURPOSE

To provide commercial cellular phone service or an allowance to employees whose position may require the use of cellular phone service as a legitimate method of communication to perform his or her job duties.

2. PROCEDURE

If approval is granted, the employee may choose one of the following options:

1. College-Owned Cellular Phone

Upon approval, an employee that has a requirement to be on call 24 hours a day, seven days a week, will be allowed one College-owned cellular phone. Personal use of the cellular phone is restricted to infrequent emergency events only.

- a. The IT department will obtain the cellular phone and service plan from an approved vendor.
- b. The College will only provide the lowest cost cellular phone available.
- c. The College will provide a basic cellular plan and features that will best fit the needs of the department for business use. The IT department will review all current College plans and major cellular plans annually to determine if changes are needed in the basic plan and/or current College-provided plans.
- d. A new plan may be added to an existing College plan with shared minutes in order to reduce costs.
- e. The department will be responsible for all expenses for said phone, accessories and monthly plan.

2. Allowance for Use of Personal Cellular Phone

Upon approval, a monthly allowance may be provided for a portion of the employee's personal monthly cellular plan costs.

- a. The allowance amount will be based on the average College-owned cellular phone plans which will be reviewed annually and adjustments made as needed.
- b. The allowance will be issued through payroll and taxed as income.
- c. The employee will be required to annually provide verification of a current cellular phone plan.
- d. The employee's personal cell phone number must be provided to his/her supervisor and Dean or Director for business purposes.
- e. The employee's department will be responsible for the allowance expense.
- f. An employee's allowance will be determined by his/her FTE. For example, a full-time employee will receive the full allowance amount and a .75 (1560 hour) employee will receive 75% of the allowance.

3. Occasional Business Use With Personal Cellular Phones

An employee that has an occasional additional charge on his/her personal cellular phone bill as a result of conducting College business may be reimbursed. The employee must provide a copy of the detailed statement with the call and charge to receive reimbursement. The employee's department is responsible for the reimbursement costs. Employees that are receiving a monthly cellular phone allowance will not be eligible for this option.

4. Justification and Approval

Justification for approval of a College-owned cellular phone or allowance is required for all employees. Approval is limited to employees that are .75 (1560 hours) time or more.

- a. A written request and justification must be completed by the employee's supervisor. A College business need must be demonstrated for approval. The following is basic criteria for justification:
 1. A requirement to travel frequently (two or more times each month) out of town on College business;
 2. A need for the employee to communicate constantly with the College while in travel status;
 3. A need to be in contact for College business constantly on a 24-hour, seven-day-a-week basis;
 4. Required by the President.
- b. The request must include the department name and accounting distribution for expenses. If the request is for an allowance, the request must also include the name and College ID of the employee, for payroll issuance.
- c. The signed request will then be submitted to the Vice President of Business and Administrative Services for consideration of approval.
- d. To handle unanticipated needs that this procedure does not allow for, the President may approve an exception to procedure.
- e. The Coconino Community College District reserves the right to amend these procedures at any time to ensure equitable usage of College property.

3. BACKGROUND

1. References: none
2. Revision history: 03/23/2011 (revised and renumbered), formerly Procedure 143-01
3. Legal review: none
4. Sponsor: Information Technology Services

Adopted by College Council: 03/23/2011