



OFFICIAL POLICY

Subject/Title: Cell Phone Allowance

Policy Number: FPU-6.0005P

New Revised Technical Revision Only Emergency Policy

Date First Adopted: July 1, 2013

Date Revised: February 18, 2021

Responsible Division/Department: Finance & Accounting

Initiating Authority: Regina DeIulio, VP & General Counsel

A. APPLICABILITY and PURPOSE:

This policy applies to all employees receiving cell phone allowances and those employees' departments.

B. POLICY STATEMENT:

1. The President, Vice-Presidents, or their designees are responsible for determining which employees are required to maintain and carry a personal communication device such as cell phone, tablet, etc. (collectively referred to as "cell phone") to perform their University duties and qualify for an allowance ("cell phone allowance") to help cover the acquisition and monthly service charge for the device and related data charges.

The following criteria are used to determine whether an employee may be provided a cell phone allowance:

- (a) The employee's job function requires the employee to spend considerable time outside of the employee's assigned office or work area, and it is essential to the University that the employee be accessible during those times.
- (b) The employee's job function requires continuous accessibility beyond scheduled or normal working hours (i.e. the employee has on-call responsibilities for critical university services).
- (c) The employee's job function requires that the employee have access to email outside of the office or beyond normal scheduled working hours and it is essential to the University that the employee can receive and send email during those times.

2. The employee receiving the cell phone allowance is provided with the rate of up to \$45.00 per month. An employee may receive no more than one cell phone allowance. The President, Vice Presidents, or their designees may elect to modify or eliminate the cell phone allowance at any time.

3. The University treats a cell phone allowance as an employee allowance and not as a business expense. All allowances will be processed by Human Resources and Payroll. The amounts to be received are not a reimbursement of expenses, nor are they a per diem that would be automatically established at the maximum amount.

4. Funds for a sponsored project may not be used as a source to pay for a cell phone allowance unless such use is specifically authorized in the award document or contract governing the sponsored project.

5. The President, Vice Presidents, or their designees must periodically assess each employee's need to continue receiving a cell phone allowance. During annual budget planning, Departments with employees that have a cell phone allowance must evaluate their ability to continue to provide a cell phone allowance to employees in the context of their overall budget.

6. The employee receiving the allowance is responsible for acquiring and maintaining the cell phone and/or plans. The University is not responsible for the purchase of or maintenance of the cell phone or related voice or data plans.

7. The Cell Phone Allowance Processing Form will be used by the President, Vice Presidents, or their designees to indicate approval, modification, or elimination of the allowance for the employee and provide the fully executed form to Human Resources for processing.

POLICY APPROVAL	
Policy No.: FPU-6.0005P	
_____	_____
Initiating Authority	Date
_____	_____
Policies & Procedures Review Committee Chair	Date
_____	_____
President/Designee	Date
Date approved by BOT, if required:	Date _____
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	