

TECHNICAL COLLEGE OF THE LOWCOUNTRY
PROCEDURE

PROCEDURE NUMBER: 5-1-501.15

PAGE: 1 OF 5

PROCEDURE TITLE: MOBILE COMMUNICATION DEVICES

BASED ON POLICY:

REVISION NUMBER: 1

OFFICE OF
RESPONSIBILITY: ADMINISTRATIVE SERVICES



April 24, 2013

PRESIDENT

DATE

If a College employee's job duties include the frequent need for a cell phone or data device as determined by the Strategic Leadership Team member responsible for that employee, then the employee may receive college-owned device or a stipend to offset business use of a personal device under the plan currently adopted by the College.

A. Eligibility

For an employee to be eligible for a mobile communication device, at least one of the following must be true:

- The employee is a key staff member needed in the event of an emergency (Strategic Leadership Team, Emergency Management Team, etc.)
- The employee is frequently away from access to traditional land-based phone services.
- The employee is involved in frequent off hours/on-call activity.
- The nature of this employee's work is critical to the operation of the College and immediate response is required.

- The employee's assigned work requires substantial travel.
- The anticipated level of business use is significant.
- The related cost is justified when compared with alternative communication choices.

B. College provided mobile communication device

This option involves the College purchasing the mobile device and providing the service.

After April 30, 2013, this plan will no longer be available to new enrollees. Employees provided with a college-owned device on this plan prior to the cutover date may stay on the existing plan if they so choose. Employees who opt to switch from this plan to the stipend plan may not switch back.

The employee recognizes a mobile device on this plan is to be used for College business only and not for any personal communication. The College will periodically audit the use of phones on this plan. Personal use may result in disciplinary action.

The College will maintain a small number of devices on this plan for general purpose use, i.e. security, DL tech, etc.

C. College stipend for business-related use of employee-owned/maintained mobile communication device

Under this plan, approved employees will be provided an allowance to cover business-related use of personal devices. The allowance may be requested using the *Mobile Device Request Form*. Payments will be divided equally across pay periods.

The allowance will remain in effect until a *Mobile Device Request Form* is processed to make changes or terminate the allowance. Employee allowances will be reviewed annually by the Business Office. An approved *Mobile Device Request Form* must be sent to Payroll to establish any new allowances or to end the plan.

This 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 upgrades, etc.

This stipend is provided for non-compensatory business purposes. As such, this stipend is considered a non-taxable benefit per IRS Notice 2011-72, and no additional payroll taxes will be deducted from the receiving employee's pay.

1) Determination of Dollar Amount of Allowance

The dollar amount of the mobile device allowance should cover the employee's projected business-related expenses only. Cost of basic equipment, and the employee's mobile device use related to business, should be considered. Upgrades to basic equipment (special cosmetic or technical features, etc.), or expected use unrelated to business, cannot be considered. Determination of the dollar amount of the allowance is set by the Business Office, and reviewed annually.

Two tiers of access or responsibility have been established as follows:

Tier 1 – Emergency personnel, and 24/7 accessible personnel; substantial data and phone usage is anticipated.

Tier 2 – Intermittent on-call status and heavy travelers; moderate data/minimal phone usage is anticipated.

2) Use of Phone

The employee must retain an active mobile device service as long as an allowance is in place. Because the device is owned personally by the employee, the employee may use the device for both business and personal purposes, as needed. The employee may, at his or her own expense, add extra services or equipment features, as desired.

The employee must make reasonable effort to keep the device with them and turned on whenever he or she is away from the office, including outside of normal work hours. The employee must also understand and agree that their cell number will be published in TCL directories.

3) Technical Support of personal devices

The college will assist with the initial connection for any users who have been authorized to receive a stipend and are identified as employees to whom the college needs access. The employee understands the college and IT personnel will be held harmless in the event of any damage to the device or loss of personal data as the result of providing this initial service.

4) Documentation and Review Requirements

Once final approval has been received, employees will be notified that they qualify, and given a copy of the approved form.

A copy of the *Mobile Device Request Form* and the employee's related mobile device service agreement (vendor specific), must be kept on file in the Business Office. Files are subject to audit at any time by the Business Office or external auditors engaged by the state or federal government. As part of the audit, employees may be asked periodically to substantiate continued service.

The approving SLT member is responsible for an annual review of employee business-related cell-phone use, to determine if existing cell phone allowances should be continued as-is, changed, or discontinued.

5) Fees for Contract Changes or Cancellations

The monthly stipend amount and periodic equipment allowance (as enumerated on the *Mobile Device Request Form*) are the only payments the employee will receive from the college to offset mobile communication expenses. If the employee incurs expenses due to plan or equipment changes, the college will not provide any additional reimbursement.

The College may terminate the employee phone stipend if it determines the employee no longer meets the qualifications in Item A (above). The college will not pay any cancellation or equipment charges if the employee terminates their plan with their carrier as a result of losing a stipend. If an employee without an existing personal cell phone plan qualifies for the stipend, the college recommends the employee consider a no-contract, month-to-month service to avoid this potential problem.

**Technical College of the Lowcountry
Mobile Device Reimbursement Request Form**

A mobile communication device is justified for these reasons (mark all that apply):

- This employee is a key staff member needed in the event of an emergency
- This employee is frequently away from access to traditional land-based phone services.
- This employee is involved in frequent off hours/on-call activity.
- The nature of this employee's work is critical to the operation of the College and immediate response is required.
- This employee's assigned work requires substantial travel.
- The anticipated level of business use is significant.
- The related cost is justified when compared with alternative communication choices.

Print Name:	Cell phone number:
Department:	Service Provider:
Date:	

Loss or Theft of Mobile Communication Device

Files containing confidential or sensitive College data may not be stored in mobile devices unless protected by approved encryption. Charges for repair or replacement of personally owned equipment are the responsibility of the employee. Employees are responsible for deactivation of any personally owned mobile communication device.

Mobile Communication Device Safety

Telephone calling or utilizing mobile devices while driving can be a safety hazard. Drivers should NOT use mobile devices while driving. Use of the device in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the College's allowance.

Fees for Contract Changes or Cancellations

The college will not pay any cancellation or equipment charges related to the employee's plan, regardless of the reason such fees were incurred.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action that leads to being ineligible for reimbursement for a mobile communication device. Extreme cases could lead to additional discipline, up to and including termination of employment.

I have read the above information regarding the TCL mobile communication device policy and had the opportunity to discuss any usage questions. I understand that my cell phone number may be published and the main intent of the mobile communication device is for business. I also understand I am financially responsible for any and all charges for this mobile communication device plan. I agree to notify the college immediately if I no longer have this service or if my phone is inoperable.

VP for Administrative Services Date

Employee Signature Date

Approved Rates
(completed by Business Office)

Tier 1: \$55/month
 \$100 initial equipment
 \$100 replacement equipment / 24 months*

Tier 2: \$25/month
 \$75 initial equipment
 \$75 replacement equipment / 24 months*

*must be requested