

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

Page 1 of 4

TITLE: Cell Phone Stipends
POLICY NUMBER:
EFFECTIVE DATE: July 1, 2011
REVISION DATE:
ACCREDITATION STANDARDS:

POLICY:

Southeastern University may provide a stipend for its employees who use their personal cell phones to conduct University business. An employee's job requirements will be reviewed to determine if issuing a stipend is necessary. Should the stipend request be approved the employee will receive a predetermined stipend amount based on the employee's position and job requirements.

1. Employee responsibilities: The employee will purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, service levels, calling areas, service and device features, termination clauses, and payment terms and penalties. The employee is also responsible for the purchase, loss, damage, insurance, and/or replacement of equipment.
2. Guidelines to receive a stipend: Based on job duties as it relates to mobile devices, three categories are identified to determine if the employee should be provided a stipend to offset the cost of personal service and equipment.
 - a. Mandatory--the institution requires an employee to have a mobile device to fulfill job duties. The department Vice President may approve qualifying employees in this category. Employees in this category have duties that require access by the university while away from the office or in off-hour situations. Service is required for on-call personnel to be contacted in the event of an emergency or service need.
 - b. Beneficial--the use of a cell phone is not mandatory but is considered highly beneficial to an employee to fulfill job duties. A department Vice President may approve the stipend paid to employees in their area that qualify under this category. Service is provided so that an employee can work more efficiently, or that their working conditions require that they are away from traditional communications resources. Simple convenience is not sufficient to qualify for a monthly stipend.
 - c. Incidental – reimbursement for business use of a personal device would be allowed at a fixed rate for those not qualified under the above categories, in the form of a business related reimbursement request instead of a monthly stipend.

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

Page 2 of 4

3. Levels of stipend payment: The payment levels are intended to cover a presumed level of business use of personally owned service and equipment in keeping with institutional benefit. The policy assumes that for most employees, the device will be used for both personal and business use, therefore the overall costs are shared.
 - a. Mandatory Use (or full voice + data service) – this stipend level is intended to cover a substantial portion of the employee’s personal expense for monthly service costs, equipment and accessories. This stipend level would apply to those employees where the institution requires a mobile device with full voice and data services to fulfill their job duties. The current rate of reimbursement for Mandatory Users is \$150 per month.
 - b. Beneficial Use (or voice only service) – this stipend level is intended to cover a portion of the employee’s expense for monthly service costs. This stipend level would cover basic, voice mobile service to meet institutional job duties. The current rate of reimbursement for Mandatory Users is \$75 per month.
4. Additional policy guidelines:
 - a. The stipend amount will be considered taxable income to the employee and added to their regular payroll disbursement. The stipend levels are set to provide for the additional tax burden an employee would incur.
 - b. The department of an employee receiving a monthly stipend, or incidental use reimbursement will account for the appropriate budget funding.
 - c. An annual Mobile Device Stipend Agreement shall be completed by the employee and approved by the department Vice President. Updates or changes to service (phone numbers, voice/data vs. voice only, stipend amount, etc...) will be reported promptly to the employee’s department head. If the employee resigns, is terminated, transfers departments, or no longer qualifies for an institutional stipend; the department head shall promptly notify the Finance Office to discontinue the stipend payment.
 - d. The employee’s department head/dean and department Vice President are responsible for an annual review of the business need for a stipend and whether the agreement should be continued.

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

Page 3 of 4

5. Guidelines for Use

- a. Personal use – the stipend policy assumes that the cell phone will be used for both personal and business calls. Since the stipend amount is taxable as income, the employee is not required to track business vs. personal use to report to the University.
- b. Institutional benefit – the stipend agreement requires that the personally owned device is available for business access. An employee receiving a stipend must maintain active mobile communications device service. The employee agrees to carry the device with them, keep it charged and in operational condition, and be accessible for business use as required by their supervisor.
- c. Appropriate use – the employee agrees to use the phone in ways consistent with University policy and all applicable local, state or federal laws. Inappropriate and unlawful use of device features, such as camera equipment, is prohibited.

PURPOSE:

To establish a standard policy for issuing a stipend for personal cell phones used to conduct University business.

SCOPE:

The policy encompasses all departments and employees of Southeastern University that utilize their personal cell phone for University business.

DEFINITIONS:

Stipend: a predetermined amount of money issued monthly

FORMS AND APPLICABLE DOCUMENTS:

- Stipend Request Form
- Proof of current cell phone contract

PROCEDURES:

User:

Request a cell phone stipend by submitting a completed Stipend Request Form.

Stipend Request Form will be submitted to the employee's Vice President for approval.

Following approval of a stipend, the employee must return the signed form to the Information Technology Department who will then contact the Business Office to request a monthly stipend be issued to the employee.

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

Page 4 of 4

APPROVAL:

DISTRIBUTION: Southeastern University Employee's

AUTHOR: Mike Schmidt