

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

Page 1 of 2

TITLE: Cell Phone Stipends
POLICY NUMBER:
EFFECTIVE DATE: February 15, 2010
REVISION DATE:
ACCREDITATION STANDARDS:

POLICY:

Southeastern University may provide a stipend for its employee's who use their personal cell phones to conduct University business.

An employee will be eligible for consideration if the employee is under contract with a cell phone company prior to qualifying for a University cell phone. The stipend will only be provided during the length of the employee's cell phone contract. Once the contract has expired the employee will be issued a University cell phone.

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 employees position and job requirements.

The amount of the stipend shall not exceed the total cost of an individual cell phone plan under the current corporate cell phone contract.

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.

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

Stipend justification will need to meet the following criteria:

- Personal cell phone usage for University business has exceeded \$50.00 consistently for more than 3 months.
- User is currently under a contract with a cellular service provider.

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 to be assigned a stipend amount. The Information Technology Department will then contact the Business Office to request a monthly stipend be issued to the employee.

APPROVAL:

DISTRIBUTION: Southeastern University Employee's

AUTHOR: Joshua Metcalf