

Catawba College Cell Phone Technology Policy & Procedures

Effective August 1, 2010

Approved by President Craig Turner – July 23, 2010

Background

The purpose of this document is to define the College's policies and procedures related to cell phone technology that is used by employees for business reasons.

Note that current Internal Revenue Service (IRS) regulations require that detailed documentation be kept on each business-provided cell phone, denoting business versus personal use on each billed charge. For a business unable to comply with these documentation requirements, the IRS requires that the business record the total business cost for each employee's cell phone as a taxable benefit to the employee carrying the phone.

Having made a good faith effort to do so in fiscal year 2009-2010, Catawba College determined that it is not able to keep up with the documentation required to distinguish business versus personal use of College cell phones. Given that the IRS has submitted a request to Congress to repeal its current regulations regarding taxation of business-provided cell phones, the College will provide cell phones to employees that have a compelling business need without taxing the employee or requiring onerous documentation of business versus personal use.

Policy

The College will provide cell phone technology to employees whose job responsibilities require them to carry a cell phone ¹and who have been approved for a College cell phone by their supervisor and reporting area VP. If the employee is approved to carry a cell phone, the College recognizes that these devices can be used as a personal device. As a result, the employee can use the device for personal use as long as the usage is within the allotted minutes/features of the plan. Should the employee consistently (4 months out of a 12-month cycle) exceed the plan minutes/features, the employee may be required to reimburse the College for the overages. Additionally, the supervisor/VP and employee should evaluate the current plan to make a determination if the plan needs to be adjusted.

Procedures

A. Cell Phone Requests

If a supervisor determines that a College employee's job responsibilities require them to carry a cell phone, the supervisor must complete and submit the attached **Cell Phone Technology Request Form** for review and processing. The monthly costs will be charged to the budget specified on the form.

The following criteria are used to determine an employee's need for a College cell phone:

- Safety requirements indicate having a cell phone is essential to fulfilling job responsibilities.
- More than 50% of work is conducted off-campus.
- The employee needs to be available and responsive on a regular basis outside normal work hours.
- Job requirements include critical College-wide decision making and/or incident response duties.

¹The term "cell phone" includes both regular cell phones, as well as smartphones and mobile broadband devices.

Supervisors are responsible for an annual review of employee business-related cell phone use to determine if the cell phone plan should be continued, modified, or discontinued. Information Technology will send a reminder to supervisors at the end of each calendar year, requesting confirmation of continuance of the cell phone for each employee.

B. Choosing a Cell Phone and Plan Features

The supervisor and VP, based off of job requirements and needs and budgetary constraints, will determine the appropriate cell phone type and plan from the menu of phones and plans that are offered by the College.

C. Modifying or Discontinuing a Cell Phone

Any modifications to the approved phone or plan, or discontinuance of an approved phone or plan, are handled using the same form and process as requests for a new cell phone. See point A above.

D. Support for Cell Phones

Information Technology (CS) does not repair cell phone hardware nor can CS help with service issues such as a weak or non-existent signal. The employee needs to report these types of issues to the cell phone provider and work directly with the provider to get them resolved. If the issue requires the purchase of a replacement phone or plan adjustment, the employee should notify their supervisor, who needs to make a plan modification request to Information Technology (see point C above).

Information Technology can answer common questions about cell phone features and usage, as well as help with connecting the phone to the College's network, email, and other technology systems with mobile-device support.

E. Departmental Check-Out Phones

There are certain business situations where the College provides a cell phone to a department, rather than an individual. Such phones are not used exclusively by one individual, but are shared by the department as "check-out" devices and are never used for personal use. These departmental phones must be requested and approved through the same process followed for College phones issued to individual employees. The College reserves the right to cancel any departmental check-out cell phone if personal use is evident.

F. Reimbursement for Business Use of Personal Cell Phones

Infrequent or moderate use of a personal cell phone for College business is considered normal and will not be reimbursed. If an employee is not eligible for a College provided cell phone, he/she may request reimbursement only to the extent that additional expenses were incurred. The individual should make personal payment to the provider, and then submit a request for reimbursement to the Business Office, along with a copy of the cell phone bill. Business calls while on campus should be made from traditional landline phones.

Catawba College Cell Phone Technology Request Form

Return Completed Form to Information Technology

Date	
Employee Name	
Job Title	
Department	
Bill-To Account Number	

Monthly Voice Minutes Approved	Monthly Text Messages Approved
450	200
900	1500
Unlimited	Unlimited

Type of request	WLAN Card	New Phone	Modify Existing Phone
Is "direct connect" feature required?		Yes	No
Is data needed for this cell phone plan?		Yes	No
Is smartphone required?		Yes	No
--- Preferred smartphone		iPhone	Blackberry
--- Need constant sync with email calendar/contacts?	Yes	No	

Business Purpose (for new phones):

Employee Certification and Signature:

I certify that I have read, understood, and will comply with Catawba College's Cell Phone Technology Policy.

Signature and Date _____

Supervisor Certification and Signature

I certify that the requested cell phone is needed for this employee and that I have read, understood, and will comply with Catawba College's Cell Phone Technology Policy.

Signature and Date _____

VP Certification and Signature

I certify that the requested cell phone is needed for this employee and that I have read, understood, and will comply with Catawba College's Cell Phone Technology Policy.

Signature and Date _____