

Nazareth Cellular Phone and Data Plan Policy (Revised February 10, 2009)

Effective March 1, 2009, the College is adopting a new policy regarding payment of cell phone and PDA/data plan services. Use the information in the options outlined below to assist you in determining whether these services are allowable business expenditures and if so, to select the appropriate payment method(s).

Each division vice president will determine the need versus convenience of cell phone or PDA/data plan usage.

Eligibility for College Paid (or Reimbursed) Cellular Phones:

Cell phone expenses paid by the College are generally unallowable unless required by the department for the employee to complete his/her job responsibilities. Consider business necessity versus convenience: Bottom line - Who needs a College-paid cellular phone?

Eligibility Criteria for a College-Paid Cellular Phone:

1. The position requires the employee to be mobile and to **need** simultaneous access to the phone, calendar or email. Consider "need" versus convenience when making access determination.
2. Employees who are mobile and who provide emergency support and back up to critical campus operations.
3. The position continually requires timely, business-critical, two-way communications for which there is no reasonable, less costly, alternative technology (such as two-way radios, pagers, etc.).

Employees that currently use their personal cellular phones for College business would continue to receive reimbursement for business calls but will do so under more specific guidelines for receiving payment (calls must be itemized to support reimbursement for business use). See Option A below.

Expenses related to equipment purchases are not reimbursable to the employee unless the cellular phone/PDA is used exclusively for business use (i.e., the employee carries both a personal and business cell phone/PDA). When a device will be used exclusively for business use, contact ITS User Support Line at x2111 to obtain information about standard packages from preferred vendors prior to making an equipment purchase and committing to a contract. Typically, Nazareth will reimburse up to the amount of a standard device (telephone) only.

Cell Phone Options

Option A: Reimbursement for Periodic Business Use

With the approval of the respective division vice president and submission of a Nazareth Personal Cellular Phone/PDA Reimbursement Request Justification Form, employees may request reimbursement for the business portion of their personal monthly cell phone expenses.

If the employee has a personal family plan, Nazareth will reimburse the business portion of the base plan only and related fees and taxes up to the business use percentage indicated. The amount requested for reimbursement would be the total monthly bill less the amount for personal use (Personal Use = total bill X personal % indicated on Reimbursement Request Justification Form). **The balance of cell phone usage (100% less the personal use percentage indicated) equals the business use of the employee's personal cell phone.**

Please attach the entire monthly cell phone bill with itemized business calls (with business purpose noted) to support the amount of personal and business use percentages indicated.

Option A: Reimbursement for Periodic Business Use (Continued)

Deans/Vice Presidents must approve the Reimbursement Request Justification Form for employees within their college/division on a monthly basis. The Vice President for Academic Affairs will approve reimbursement requests for the Deans; the President will approve reimbursement requests for the Vice Presidents.

To submit for payment, attach the completed Reimbursement Request Justification Form to a Check Request Form and send to the Controller's Office for processing.

Option B: Monthly Stipend

With the approval of the respective division Vice President, departments may opt to pay eligible employees a taxable allowance (i.e., a stipend paid to the employee) of up to \$40.00 per month intended to offset a portion of the cost of cell phone and/or PDA/data plan service.

Note: If an employee has both a cell phone and a PDA (a combined device), the maximum allowance amount increases to \$80.00 per month.

To request an allowance, the employee must complete a Nazareth Cellular Phone/PDA & Data Plan Allowance Request Form. Deans/Vice Presidents must approve the Allowance Request Form for employees within their college/division on an annual basis. The Vice President for Academic Affairs will approve allowance requests for the Deans; the President will approve requests for the Vice Presidents.

The authorized allowance amount will be paid to the employee as a stipend during the standard payroll cycle. These allowance amounts are not benefits eligible.

To submit for payment, send the completed Allowance Request Form to the Controller's Office for processing.

Option C: Departmental Shared Cell Phones

With the approval of the respective division vice president, if there is a demonstrated need or cost savings to the College for a department to purchase equipment and contracts for its department, it is allowable for the monthly bill to be paid directly by the College. An example of this type of usage would be phones purchased for on-call or for use only in College vehicles. These devices would utilize a minimum level of service (no data plan) and are not assigned to specific employees.

The Department Director should complete a Nazareth Departmental Cellular Phone Request Form each fiscal year to be maintained on file in the Controller's Office. In the Business Purpose and Justification field of this form, please indicate the form is for departmental or College vehicle use only.

Deans/Vice Presidents must approve the Request Form for departmental phones or vehicle use only phones within their college/division on an annual basis. The Vice President for Academic Affairs will approve requests made by the Deans; the President will approve requests for the Vice Presidents.

Going forward, cell phones utilized under Option C would be the only cellular phones billed directly to the College.