

Eastern Kentucky University
Cellular Allowance Guidelines & Procedures
Revised 11/16/2016

I. Purpose and Scope

These guidelines establish procedures and protocols for the authorization, deployment, and use of the cellular allowance or University-owned services.

II. Guidelines and Procedures

Effective November 1, 2016, the University will no longer provide newly issued cellular devices for the use of individual employees. Employees who currently use a University-provided cellular device will work with their appropriate Vice President to transition off the University's plan and device. Employees whose duties and responsibilities require them to maintain significant voice (cell phone) contact with the University while away from the office, or to be accessible after normal working hours, may be eligible for compensation in the form of a monthly cellular allowance to pay for the business portion of personal cellular service. An employee with a cellular allowance must maintain an active cellular contract for the life of the allowance, or must notify the appropriate Vice President, Dean, Director, or Department Head that service is disconnected.

General

A cellular allowance may be provided to an employee for whom the nature of their work requires wide mobility, immediate or timely response, and/or simultaneous access to voice or data communications, including but not limited to, University senior administration, directors, deans, and technicians.

III. Procedure

1. Procedure

1.1. Cellular Allowance

Qualified employees whose job duties require the frequent need for cellular service as listed in section 1.2.1 may receive supplemental compensation (in the form of a cellular allowance) to cover business-related use of an individual's personal cellular service. The guidelines assume that for most employees, the device will be used for both business and personal use and it is appropriate for the University and employee to share the overall costs. Thus, the allowance amount is not intended to cover 100% of the monthly service plan cost.

Depending on job requirements, qualified employees are eligible for either a \$10.00 monthly cellular allowance (\$120 per fiscal year), or a \$35.00 monthly allowance (\$420 per fiscal year).

Allowances are not allocated by service category (such as voice, data, text, etc.), and are intended to be reflective of the level of expected need for University business contact or interaction.

The cellular allowance is not considered part of the employee's base compensation and is not subject to any University salary increases or adjustments. The cellular allowance may be increased, decreased, or eliminated should the nature of the employee's job change.

An employee's cellular allowance is subject to review and cancellation by the University.

1.2. Authorization

1.2.1. Who Has Authorization

It is the responsibility of an employee's department/division to determine whether the employee's job requires that a cellular allowance be granted. The University defines the following business purposes as qualifying instances where a cellular allowance may be granted:

- The employee is responsible in emergency matters where they must be available to be contacted and/or respond in the event of an emergency.
- Employees who frequently need to be contacted in an immediate or timely manner during or after regular business hours to respond to situations pertinent to their assigned job responsibilities. (If the contact is deemed by the department as occasional usage, please refer to Section 3 of this document.)
- Employees who typically work in the field or at job sites where access to electronic communication devices is not readily available.
- Employees who are responsible for monitoring buildings, systems, and/or equipment which utilize data transmissions and/or text messages for transmitting information.
- Employees who frequently travel or are out of the office and need to be in contact with University personnel or affiliates to conduct University business.

IMPORTANT: For hourly employees, there are restrictions on work-related activities conducted outside normal working hours. Hourly employees must have prior approval for any work-related activities conducted outside regular working hours.

Employees and supervisors must consult the Eastern Kentucky University Employee Handbook for further information and guidance.

1.2.2. Obtaining Authorization

The decision to incur a University business expense for cellular allowances must be evaluated by the department/division from a cost/benefit perspective. Units must consider other viable options such as existing landline phones, pagers, or other less expensive communication devices. In addition, with respect to data access and/or email access, staff may be able to use a University laptop computer for business purposes.

Authorization is subject to Department Head/Director recommendation, with approval

from the appropriate Vice President.

The employee is responsible for the entire purchase cost of the cellular device; a cell phone purchase is not a reimbursable expense.

1.2.3. Department Responsibilities

Departments/divisions must conduct annual reviews of both the necessity for and usage of cellular allowances. The department may at any time change or eliminate the cellular allowance as necessary.

No organization in the University can extend existing University cellular contracts or enter into any new University cellular contracts. Only the University's Information Services Department within the Information Technology Division is authorized to approve or enter into any cellular contract on behalf of the University.

1.2.4. Fees for Contract Cancellations

The cellular contract is the employee's responsibility. In no event will the University be responsible for any overages or termination charges, with exception of reimbursable overages described below.

1.2.5. Discounts for Cellular Service

It is the University's intent to negotiate discounts with cellular vendors for the procurement of individual cellular service. Information Technology along with the Purchasing Department will work with various cellular providers to develop discounts that may be passed on to University employees.

2. Employee Cellular Service Problem Resolution

The employee is personally responsible for all equipment and monthly cellular service charges. All support for cellular service is provided by the cellular provider selected by the employee. The University cannot offer support for individually-owned cellular devices.

The Information Technology Technical Support Services Department will provide support for University-provided software that is used on mobile devices to synchronize devices with University email accounts, calendars, or other University systems and services. The qualified employee will be responsible for his/her contract; therefore, the individual must contact the cellular provider with any billing/service issues.

3. Employee Reimbursement of Cellular Calls

If an employee is not eligible for a cellular allowance, the employee may request reimbursement for the actual extra expenses of business calls. However, reimbursement for per-minute "air time" charges is limited to the total overage charge shown on the invoice. (i.e., expenses for minutes included in the plan will not be reimbursed). The individual should make personal payment to the cellular provider and submit a request for reimbursement to University.

- Example 1: An employee's personal phone has a 600 minute plan that costs \$40.00

(plus fees and surcharges). This month the employee used a total of 300 minutes of which it was determined that 100 of those minutes were business calls for ECU. The calls associated with work did not cause any overage charges on the employee's bill; therefore, the employee is not eligible to request reimbursement for the calls.

- Example 2: An employee's personal phone has a 600 minute plan that costs \$40.00 (plus fees and surcharges). This month the employee used a total of 650 minutes of which it was determined that 100 of those minutes were business calls for ECU. The calls associated with work did cause the employee to go over on the plan; therefore, the employee is eligible to request reimbursement for the calls. The employee may request an amount equal to the 50 minutes of overage charges incurred for the month.

* It is recommended for individuals who continually have reimbursable business calls that equal or exceed the monthly cellular allowance request a cellular allowance.

4. University-Owned Service

The Information Technology Division will maintain a University-sponsored account providing services for non-individual use. Limited exception may be granted with proper justification and support, and must be approved by the President's Council.

4.1. Departmental

The Information Technology Division, with approval by an appropriate budget authority, can provide departmental cellular devices. A departmental cellular device is a shared voice/data device that does not leave the campus and is turned in by each employee at the end of his/her shift. Phone bills for departmental cellular devices will be reviewed monthly by Department Heads to verify business use. The authorizing department will be responsible for all charges incurred by the device.

- Departments must keep a record of all incoming and outgoing calls in a call log; which includes the following information for each call: number called/received, date, time, duration, business/personal, and purpose of call.
- Information Technology will request approval of cellular phone records and records of call logs from the responsible department each month.
- IRS policies are clear about personal use of business sponsored cellular devices; therefore, the University advises against the use of University sponsored devices for personal use. However if personal use of a university device occurs, the personal use of the wireless device will be reimbursed to the Department by the employee. Departments will be responsible for collecting and depositing into the appropriate University account any reimbursements from employees.
 - Example 1: A departmental phone has a 600 minute plan that costs \$40.00 (plus fees and surcharges). The employee used 300 minutes, but 100 of those were personal. The total bill is \$40.00. The employee should pay one third of the total bill. Use this formula: $100/300 \times \$40.00$. This equals \$13.33 plus the same prorated share of the fees and surcharges.

- Example 2: A departmental phone has a 600 minute plan that costs \$40.00 (plus fees and surcharges). This month the employee made calls totaling 650 minutes. The total bill is \$57.50 (\$40 plus \$.35 per minute over 600 minutes.) Of those minutes, 100 were for personal calls. The employee should pay $100/650 \times \$57.50$. This equals \$8.47 for personal calls. The prorated share of fees and surcharges should also be paid.
- Equipment for departmental cellular devices will be purchased at the least possible cost. Free devices will be procured if possible.

5. Cell Phone Use While Driving

Eastern Kentucky University does not recommend the use of any wireless device while driving.

While driving, if it becomes necessary to use a mobile device, it is recommended that the employee pull completely off the road and come to a complete stop in a parking area or other safe place before using a mobile device.

6. Misuse of Cellular Service

The misuse of the cellular service – using it in ways inconsistent with University regulations or with local, state, or federal laws – will result in immediate cancellation of the cellular allowance.

Appendix A

Click on the link below for the Cellular Allowance Request Form and Instructions:

[Cellular Allowance Request Form](#)

Instructions for utilizing Lync/Skype for Business for office phone forwarding:

Some employees in certain jobs may choose to forward their University phone number to their personal cell phone number. This enables publication and distribution of only their public University phone number.

<http://it.eku.edu/support/lyncphoneforwarding>

Transition plan for employees currently on University plan:

Determine employee eligibility for university cell phone.

- If eligible, complete Cellular Allowance Request Form
- If not eligible, complete Request to Transfer ECU Cellular Phone Number to Personal Account (see below).
 - University-owned device may be purchased by the employee as surplus property at the determined pro rata value. Pro rata value will be based on initial purchase price and expected useful life.
 - University will assist with porting the existing University-owned cell phone number to the employees' personal cellular plan.

**Eastern Kentucky University
Request to Transfer Eastern Kentucky University
Cellular Phone Number to Personal Account**

Step 1: Requester Identification Information: (Please complete all items)

Name: _____ EKU ID: _____

Department: _____ Title: _____

Campus Phone: _____ EKU Email: _____

Supervisor's Name and Title: _____

I request to transfer the following cellular number from my work-provided EKU phone to a personal cellular phone account:

EKU Cell Phone Number: _____

I am interested in purchasing my current work provided cell phone from the University and would like more information: Yes ____ No ____

*** Upon receipt of this completed form, IT will forward pricing information for your cell phone and details on how to purchase or return your current phone.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

SUPERVISOR SIGNATURE: _____ **DATE:** _____

Step 2: Submit the form

Please forward this request to IT.phones@eku.edu. Upon receipt of this completed form, EKU IT will contact AT&T to release the cellular number. You will be contacted once the number has been released by AT&T. At that time, please visit the cellular provider of your choice to obtain new service.

The following carriers provide discounts to EKU employees:

AT&T – 15%

Sprint – 22%

T-Mobile – New customers not eligible for discount

Verizon – 15%