

## **Title: Cell Phone - Electronic Device Stipend**

**Effective Date:** 07/01/2020

**Applies to:** Employees

**Statement:** To ensure that employees working in positions that meet one or more of the eligibility criteria of the University Cell Phone/Electronic Device Stipend requirements, are authorized to receive a monthly stipend for on-going business expenses related to cell phones and other electronic data devices.

**Purpose:** To ensure that cell phone and other electronic stipend authorized to WesternU employees meet position eligibility requirements.

### **Related Information:**

The established guidelines ensure cell phone/ electronic stipend support the University's functions and enhance efficiency of operations. This policy advises employees and department heads of their responsibilities and provides guidance in managing the distribution and usage of cell phone/electronic device reimbursements for employees whose position (job duties) require a cellular phone, electronic device or stipend.

Employees are responsible for choosing their own voice or data plan as well as their carrier. The employee may add extra services or equipment as desired at their own cost. Recipients of the reimbursement must provide their cell phone number to their department and must continue to maintain the cell phone-electronic device while in receipt of the stipend.

### **Eligibility**

Stipend eligibility is based on a position's duties, not on an individual's request. As such, supervisors should identify positions that should receive the stipend by documenting why that position is eligible for the stipend. The position the employee occupies must meet one of the following:

### **Key Personnel**

1. The position is considered a key function for emergency or safety purposes, **or**
2. The position requires a cell phone or internet access to fulfill the associated job duties, **or**
3. The position supports or is responsible for programs, services or systems that necessitate frequent and immediate communications throughout the day, after-hours or while away from the office on travel.

### **Technical Monitoring**

1. The position requires 24/7 availability to monitor essential systems, which may include receiving text messages from such systems upon outages or conditions outside of operating standards, **or**
2. The position requires immediate availability for service calls or troubleshooting during the workday.

### **No Other Communication Source**

1. The employee does not have access to other communication devices while on the job, either because the employee has no assigned office and/or primary work location changes based on assignments **or**
2. The position requires travel on a frequent basis and employee must maintain regular communication while in travel **or**
3. The position requires the majority of the employee's job duties to be performed "in the field", where business either cannot be conducted by a landline telephone or it would be inefficient to use a landline telephone.

**Non-exempt employees should *only* be contacted during normal business hours unless they are formally in paid on-call status.**

**Requests:**

The approved request is valid for as long as the employee occupies the position deemed eligible for the stipend. If an employee is receiving a stipend and moves to another position (under same department or new department), employee's new position must be evaluated to see if the stipend is still applicable. The same applies to an employee who moves to a new position and is not currently receiving a stipend.

The employee must submit the **Cell Phone-Electronic Device Stipend Request** form to their supervisor for approval

Supervisors are responsible for contacting the Payroll Office when a change occurs with the employee receiving the stipend. Otherwise, payment will continue until notified or the employee's termination.

**Stipend**

Within departmental budgetary funding, stipends may be provided to employees in positions meeting the eligibility criteria with the approval of the department head. Stipends will consist of a \$25/month allowance, with additional incremental reimbursement requiring employee documentation of direct business-related expenses over that amount. Employees are responsible for completing and submitting the **Cell Phone-Electronic Device Stipend Request** to their department supervisor on a monthly basis should this be the case.

Employees who receive the stipend will not be reimbursed for any other nonbusiness related electronic data expenses.

**University Provided Cell Phones/Electronic Devices**

In special circumstances, such as for official On-Call after-hours assignments for departments like Security, Facilities, and IT, the University may, at its discretion provide an institutional cell-phone or other electronic device to be rotated among On-Call employees. Issuance of these phones/devices for use away from campus requires the approval of the Chief Operating Officer. If a cellphone or other device is issued, then the employee will not be eligible for a stipend.

**Definitions:**

*De Minimis*: In general, *de minimis*, in considering the cell usage, means its value and the frequency with which it is provided, is so small as to make accounting for it unreasonable or impractical.

**Related Policies:** Cell Phone Issuance

**Responsible Department:** University Financial Services & Treasury