Cardinal Stritch University

Cell Phone/Communications Device Policy

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Status:

_X_ Approved

负责大学官员：

Vice President, Information Technology

版次：4.2

General Information

The University does not permit the use of cell phones to conduct business while an employee is operating a motor vehicle, unless the employee has safely pulled out of traffic and has turned off the vehicle or placed it into park.

Acquisition methods

There are two acquisition methods for cellular phones detailed below or as separately negotiated. In the majority of instances, the respective Dean or Vice President decides which method is appropriate for each eligible employee.

Method One: University-Provided Device (reserved for leadership team)

The respective University official determines that an employee’s duties necessitate the prevision of a communications device. The communications device must be essential for the employee to properly perform his or her required duties and will be used exclusively for business purposes.

After submitting a Cell Phone Authorization Request and obtaining approval, the employee would be given a University-owned cellular phone issued through the Office of Information Technology. The monthly service fee will be paid by the University. The device is the property of the University. The University owned cell phone must be used only for University related business calls. If a personal call is inadvertently made or received, restitution must be made to the University prior to the next billing cycle.

Employees are responsible for the safekeeping, care and custody of the communications device assigned to them. Cellular phones may not be transferred to any other individual. In the event of a reported loss, stolen or fraudulent use of the assigned phone, the employee must immediately notify the Office of Information Technology for further action.

Employees assigned University owned communications devices, are warned that call details records generated from assigned devices are considered business records of the University. All charges for communications devices provided by the University are subject to audit for personal use. Audits may be conducted periodically and will be unannounced. It is the responsibility of the employee to substantiate business use. Accordingly, the employee will be required to review each monthly itemized statement for the University owned communications device assigned to him or her and certify that all phone calls made or received during the period covered by the statement were for University business use.
Cardinal Stritch University reserves the right to terminate the employee’s cell phone or to switch an employee to the allowance method (Method Two) if excessive personal calls are made.

Use of University owned equipment is based on the employee’s job duties and may be discontinued if the employee’s responsibilities change. The employee must return the device to the University when it is no longer needed and/or the employee ends employment with the department.

**Method Two: Allowance Method**

Cardinal Stritch University realizes that communication devices can enhance the job performance of certain employees. Because the IRS substantiation requirements are time-consuming and administratively costly, eligible employees will receive a taxable allowance for an individually owned cell phone or device. Administrators and staff whose positions require the frequent need for communications device may receive a taxable allowance to cover the business related costs associated with owning the device.

The allowance will be paid quarterly after the approval of the respective Dean or VP. Allowances will be paid as part of the employee’s regular paycheck and the cost will be charged to the employee’s respective departmental account. The allowance is taxable income. Therefore, the employee will be taxed in accordance with IRS regulations. Payment of such taxes is the responsibility of the employee. The allowance is supplemental pay and is not part of the employee’s base pay.

The phones are the property of the employee and the plan with the carrier is between the carrier and the employee, not the University. Since these phones are the property of the employee, they may be used for personal calls. Termination of employment with the University does not release the employee of their financial obligation to the carrier.

Under this method there will be no monthly documentation requirement for the employee to track and substantiate business versus personal use.

**Administration of Allowance**

The respective Dean/VP should use his/her knowledge of the employee’s duties and budget considerations to determine if an employee is eligible for a cell phone allowance. All allowances must be covered by the department’s budget and all allowances are taxable. An annual review should be performed by each Dean/VP to determine if existing allowances should be continued.

Cardinal Stritch University reserves the right to discontinue an employee’s allowance if there is insufficient budget to meet the cost of the quarterly allowances or if the employee’s duties no longer qualify for a cell phone allowance.

If a Dean/VP deems it appropriate for an employee in his/her department to receive a cell phone allowance, the Dean/VP is to provide written authorization (see form attached). Each employee must provide a copy of a recent (no older than two months) cell phone invoice to document an existing cell phone plan.

The completed and signed Allowance Form/Agreement should be submitted by the department to the Payroll Department for processing. The employee will be paid a quarterly stipend (paid on March 31, June 30, September 30 and December 31) at the Tier level noted on the form. The quarterly stipend will be reviewed and determined
annually. (**Reminder:** appropriate payroll taxes on the amount of the allowance will be withheld from the employee’s paycheck and the amount of the allowance will be included as wages on the employee’s year end W-2). *The department should keep a copy of the form in their files and forward the original to Payroll.*