Procedure for Cell Phones, PDA and Electronic Communication Devices Stipend

Effective Date of Procedure: March 31, 2009

Overview and Purpose

The University recognizes a business need for identified positions to use a cell phone, PDA or electronic communication device in the course of carrying out their job responsibilities. The cell phone, PDA or electronic communication stipend will eliminate the need for employees to carry two devices, ensure the University is in compliance with IRS requirements [see IRS sections 274(d)(4) and 280F(d)(4)] and alleviate the significant administrative burden, on both the employee and the university. Employees may move (port) their existing business phone number to a personal account, either with the same provider or different provider.

The stipend is intended to compensate for the business use portion of your plan, not cover a percentage of existing services.

In the case where an employee does not have a personal plan or cannot obtain a personal plan, the University may provide a University Duty Phone; however, IRS regulations must be followed.

Scope

- Departmental Managers
- Employees
- Finance
- Human Resources
- Payroll

Procedure Detail

Equipment:
Existing employees who currently have a University issued cell phone or electronic device may use the existing electronic device or equipment and have the option of porting their current number to a personal plan or obtaining a new number using AT&T. Any university owned electronic devices or equipment remains the property of the University. University electronic devices or equipment must be surrendered if the employee chooses to use personal equipment; chooses a different cell phone provider, the equipment breaks or the employee assigned the equipment leaves the University. Under the personal stipend program, where existing electronic devices or equipment was provided, replacement equipment will not be furnished. Duty phones follow University equipment procedures.

New employees entering the stipend program will need to acquire and maintain their own equipment. Employees may be required to provide copies of cell phone records in order to receive stipends.

Stipend:
Stipend justification is determined by the nature of the position and is based upon the criteria of being essential personnel, required to be on call, required to be contacted on a regular ongoing basis and/or is a critical decision maker.

Should an employee have two positions a stipend is based on the primary job.

Department head and employee supervisor will review and determine which positions have a business need that meets the justification to receive a stipend. The business need evaluation should include the approximate time usage of a cell phone, PDA or electronic communication device in the course of handling University responsibilities. The stipend level selection requires the submission of cell phone records. The selection of the stipend level will include an evaluation of the existing plan charges, minutes used and if the current plan is being exceeded to determine the appropriate stipend amount.

It is recommended that the justification be maintained by the supervisor. The supervisor will select from the stipend options available based upon business need of the position. All stipends require the approval of the appropriate department head and executive staff member on the worksheet agreement.

Stipend levels are:

Level 1 – Basic	$15.00
Level 2 – Moderate	$30.00
Level 3 – High	$45.00

All stipends will be paid semi-monthly using account code 71217S and are taxable income to be reported on the employees W-2. No retroactive stipends will be provided.

The supervisor will complete the University Stipend Program Worksheet and Agreement, obtaining the Department Head and Executive Staff member approval before presenting to the employee for signature. The stipend will remain in effect until the Supervisor notifies Payroll to terminate the stipend. An annual review by the supervisor of approved stipends will take place.

Worksheet and Agreement:
Section 1 provide the employee information, name, employee ID, email, phone, department name, department FOAPAL, Supervisor name and supervisor phone.

Section 2 check the appropriate level of stipend being requested.

Section 3 check the all appropriate business justifications and include a summary justification

Section 4 obtain all necessary signatures prior to submission.

Section 5 if providing University equipment; list any University Equipment being maintained by the employee.

The supervisor will provide copies of the form to the employee; Department of Information Technologies-(Business Services-Centre Court), Human Resources and themselves. The original form must be submitted to the Payroll Office.

Exception to the Stipend:
In the event that an employee does not have or cannot obtain a cell phone, PDA or telecommunication plan, and the position requires the use of the device as essential to the position, the University may provide the equipment and plan for the employee (Duty Phone).

All Duty phones are issued with the understanding that the phone is to be used only for business purposes. **Personal activity is strictly prohibited**. If, in the event of a personal emergency, the Duty phone is used for any personal activity, the completion of a Duty Phone Personal Log Form must be completed. The cost of the personal call, text message or internet usage will be calculated at the University contracted per minute rate or per usage fee as appropriate. The cost of the personal activity plus a pro-rated portion of the plan amount must be reimbursed to the University. In the event that the Duty Phone is used for personal reasons beyond personal emergency situations, the University disciplinary polices apply including possible termination of employment.

The Department of Information Technologies will ensure that the detailed monthly invoice is copied to the UMW Fiscal Officer and the employee or department for University duty phones under the plan. The employee will review the invoice and reconcile with the detailed Duty phone Personal Log Form within a week. Once reconciled, the invoice and log will be forwarded to their supervisor for review and approval. The supervisor, within three days, will forward the approved invoice and log to Department of Information Technologies who will ensure payment of the monthly invoice is made by the due date.

Quarterly audits of all University plans will be performed by the UMW Fiscal Officer or their designee.

Creation and Approvals

This procedure is issued by the Assistant Vice President for Finance & Controller and approved by the Associate Vice President for Business and Finance; March 16, 2009.

Revision

0. By Assistant Vice President for Finance & Controller, March 11, 2010.
1. By Associate Vice President for Finance, August 31, 2011.