



## Mobile Phone Allowance Policy

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The President's Cabinet has approved an Employee Mobile Phone policy effective September 1, 2010. A monthly allowance will be paid through the payroll system to those employees that are in positions authorized by Springfield College for mobile phone usage. Payment will be made as an addition to the Employee's payroll check. Springfield College will not pay for any mobile phone equipment, accessories, or related service plans billed to the College.

### A. Establishment and Payment of Allowance

Certain Springfield College employees will be entitled to receive an allowance toward the cost of their personal mobile phone service. The allowance will be granted upon approval from the employee's department head and the appropriate Vice-President. Allowances will be paid monthly as part of the employee's paycheck and this monthly cost will be charged against the operating budget of the employee's respective department. The Mobile Phone Allowance Request Form will be used to establish the payment of the allowance to an employee.

### B. Allowance Effect on Employee Pay

This monthly allowance is taxable income; therefore the employee will be taxed in accordance with IRS tax regulations. Since these phones are the property of the employee, they may be used for personal calls and can be combined or enhanced with other personal plans.

The monthly allowance is subject to payroll tax withholdings, and does not qualify as compensation for retirement contribution purposes. The monthly allowance does not constitute an increase in base pay and is not included in any percentages for an increase in base pay.

### C. Allowance Approval Process

Department Heads must approve the request for an employee mobile phone allowance. Department Heads are responsible for an annual review of employee business-related mobile phone use, to determine if existing allowances should be continued, changed, or discontinued. All requests must be approved by the appropriate Vice President. The completed Mobile Phone Allowance Request form should be submitted to the Office of Human Resources for processing.

### D. Mobile Phone Responsibilities

The employee is responsible for choosing his or her own mobile phone carrier, plan and equipment. There is no additional allowance for the purchase of mobile phones or any additional charges. Any replacement for loss or damage will be at the expense of the employee. Springfield College is not responsible for terminating contracts, nor will the college pay any early termination fee(s) for an employee's contract when the employee voluntarily leaves or is terminated for cause from his or her position at the college.

### E. Mobile Phone Usage

Employee use of a mobile phone in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the allowance. Employees are encouraged to follow all the safety procedures provided by their mobile phone carrier and equipment manufacturer.



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### F. College Data

Employee must ensure that all data is maintained in accordance with the College's Data Security requirements. Please refer to the Springfield College Responsible Use of Technology Policy. Employee is responsible for deletion of all data upon ending employment with the college or disposing of the device.

### G. Mobile Phone Support

The Mobile Phone carrier provides support to the employee for equipment and related services. Employees will find campus support through the Technology Support Center in ITS to include general operation and electronic e-mail support for employees who subscribe to a mobile phone data plan with their carrier. Mobile Services require approval from the employee's department head and the appropriate Vice-President. More information is available at the ITS web site.

### H. Other Mobile Phone Reimbursements

If an employee is not receiving a Mobile Phone Allowance, then the employee may request reimbursement for the actual extra expenses of College-related business mobile phone calls. Reimbursement for per-minute "air time" charges is limited to the total overage charge shown on the monthly invoice; expenses for minutes included in the plan will not be reimbursed. The employee should make personal payment to their carrier and then should submit a reimbursement request with all the recordkeeping required by the IRS regulations. At a minimum, the employee should keep a record of each call and its business purpose. If calls are itemized on a monthly statement, they should be identifiable as personal or business, and the employee should retain any supporting evidence of the business calls. Consult the IRS regarding "listed property" for more information.

