

## **Haverford College Cell Phone Policy**

The College recognizes that some positions may require cellular service in order to fulfill required essential job duties from time to time. Employees holding positions identified as requiring cellular services may be eligible to receive an allowance to provide additional compensation related to this periodic expectation.

The allowance is expected to be treated as a form of tax-exempt income. The allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises, if and as appropriate, promotions, or benefits that may be based on a percentage of base pay or salary. So long as the employee is an employee in good standing at the College, the allowance will continue unless the Payroll Office is notified, in writing, by either i) the applicable departmental supervisor that the position no longer assumes periodic cellular connection as part of the position, or ii) the employee changes positions at the College, or iii) the College changes the policies related to cell phones or this additional allowance.

The College will not reimburse employees for the purchase of cellular devices or related equipment.

Employees may not use a College purchase card or credit card to pay for cellular device or service charges.

Employees are strongly encouraged to configure their cell phones to join the College wireless network when available for data usage and for calling. The ProDesk can assist the employee in doing so.

### **Policy Applies to**

This policy is effective January 1, 2019, for new and continuing employees.

All current employees with approved College cellular phone arrangements will be adjusted to the allowances listed below effective January 1, 2019. These employees will need to make their own arrangements for personal cellular service to replace prior college-provided cellular service. New employees are responsible for their own cellular service arrangements and must apply for an allowance.

### **Authorization**

To receive an allowance, an employee must meet at least one of the following criteria:

1. The employee's job requires them to spend a considerable amount of time outside of their assigned office or work area during normal working hours and requires them to have regular

access to telephone and/or Internet connections. The employee's departmental supervisor and the division head (senior staff member) must approve the requested allowance.

2. The employee's job requires them to be regularly accessible via Internet outside of scheduled or normal working hours. (This does not include making/taking calls/texts or occasional, incidental, or purely voluntary access, such as checking email from home.)

3. The employee is designated as responsible for crisis management, or is required to be "on-call" during off hours for a significant portion of time (e.g. Campus Safety, certain members of selected divisions, certain members of Facilities and certain ITS staff)

A significant daily commute from home to work is not a justification for a cellular device allowance. The tethering/high data plan is not allowable as a substitution for home Internet service.

The College will not provide a regular monthly allowance for *de minimis* monthly use. Non-exempt employees who receive a allowance may not use their cellular device for work outside scheduled hours without supervisor approval.

### **Procedure**

If a supervisor determines it is appropriate for someone in their department to receive an allowance the supervisor must:

1. Complete a Cellular Service Allowance Request Form,
2. Forward it to the employee's departmental Vice President/senior staff member for approval, who will then
3. Forward to the Controller's Office for Processing. The Stipend will commence in the month immediately following the month when all approval have been received and will be paid as a line item in the employee's next regular pay, net of taxes, as applicable.

### **Plan Allowance**

A fixed plan allowance will be established based on the requirements of the job and agreed upon by the supervisor. The allowance will not cover multi-user features, or features not required for the job.

### **Payment Amounts**

The allowance is based upon job requirements. An employee may choose whatever phone or plan they desire, but the allowance is based on the business need.

### **Plan Type**

**Standard: \$30/month**

**Tethering/high job-related off campus data use: \$50/month**

Reimbursement at the \$50/month level requires written supervisor justification and approval by the Senior Vice President for Finance/Chief Administrative Officer.

Employees are strongly encouraged to select devices that are compatible with Google email/calendar.

The College reserves the right to change or terminate cell phone service or allowance policies at any time.

Employees who receive a cell phone allowance remain solely responsible for all charges and fees associated with their personal contract, including any early termination fees they may incur.

Pursuant to the College's Fleet Management Policy, employees must strictly follow all safe driving standards and laws and may only use their cell phone while on College business in hands-free mode. Employees may not text while driving nor use any other features that may cause the driver to be distracted in any manner whatsoever.

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