

## **Wireless Device Policy**

Scope: This policy applies to Tower Foundation employees who are required to carry a personal wireless device as part of their job responsibilities. (University employees are required to follow SJSU's process and procedures for wireless devices.)

Devices covered by this policy include cell phones, PDA, smart phones and wireless cards. Two wireless device options are available for Tower Foundation employees: the Employee Allowance Program and Occasional Use Reimbursements. Only the division vice presidents have the authority to determine and approve the eligibility and appropriate wireless device option for Tower Foundation employees. The vice presidents have the authority to set standards for what constitutes business purposes.

### **Employee Allowance Program**

An employee who is required by his/her division vice president to carry a personal wireless device as part of their job responsibilities may be provided an expense allowance. The monthly allowance will need to be authorized using the Authorization for Business-Related Wireless Service form signed by the employee, the employee's manager and the division vice president. An annual review of wireless device allowance will be required by each vice president. The review will be conducted annually in November by Tower Foundation Accounts Payable and consist of the vice president's review and signature approval of a report identifying all employees within their area and the level of allowance.

Voice or Data Service Only. Employees who are determined to require EITHER voice (e.g. cell phone) or data plan, but not both, as part of their assigned responsibilities may receive a monthly expense allowance up to \$55. The decision regarding who qualifies for this level of expense allowance is the responsibility of the employee's respective division vice president.

Voice and Data Service. Employees who are determined to require BOTH voice and data plan may receive a monthly expense allowance up to \$100. The decision regarding who qualifies for this level of expense allowance is the responsibility of the employee's respective division vice president.

It is important to note that the wireless device allowance is reported as taxable income and will be reflected on the employee's annual W-2.