

Student Union, Inc. Cell Phone Policy

Introduction

Employees of the Student Union, Inc. who are required to carry a personal wireless device* as part of their job responsibilities may be provided an expense allowance by the Student Union, Inc. towards the cost of services for the device. This policy establishes the levels and processes for providing an expense allowance to employees.

Qualifying employees who are approved by their respective Associate Directors to receive an expense allowance for business purposes are to establish a personal contract with a service provider. Employees receiving an expense allowance must provide the telephone number to the Student Union in order to be accessible to the Student Union when needed. Guidelines will be distributed by the Business Services of the Student Union.

Applicability

Occasional Use. The policy for receipt of an expense allowance does not apply to employees who may occasionally use personal wireless devices for work purposes. However, if an employee with occasional use on a personal plan incurs an additional cost (e.g., minutes above the service plan limit), and is able to substantiate the cost of the business use through appropriate invoice documentation from the service provider, then the employee may submit a claim to the appropriate Associate Director for that particular and specific use of the employee's personal equipment. Approval of the Executive Director is required when the reimbursement claim is submitted.

Voice or Data Service Only. Employees who are determined to require EITHER voice (e.g., cell phone) or data (e.g., wireless card) service, but not both, as part of their assigned responsibilities will receive a monthly expense allowance of \$ 30. The decision regarding who qualifies for this level of expense allowance is the responsibility of the employee's respective Associate Director with final approval of the Executive Director.

Voice and Data Service. Employees who are determined to require BOTH voice and data service will receive a monthly expense allowance of \$60. Typically, these are employees who are required by the Student Union to carry a device so as to be accessible while away from the office, including those who are required to be accessible at all times, i.e., 24/7, if any. The decision regarding who qualifies for this level of expense allowance is the responsibility of the employee's respective Associate Director with final approval of the Executive Director.

Implementation

When an allowance is first established, the employee's Associate Director will complete a mandatory authorization form available from the Student Union Business Services that provides specific information describing that employee's required usage for business purposes, the level of allowance that is approved. February and August, each

Associate Director will submit a list of employees who are approved for an expense allowance. Employees will be reimbursed the following month, with each expense allowance paid in advance to cover the following six-month period. Allowances for employees receiving authorization for a device for a portion of the six-month period will be pro-rated to the end of the current six-month period. The cost will be charged to each department, and the employee allowance will be paid via check processed by Accounts Payable.

Employees who end employment with the Student Union during the period for which an expense allowance has already been paid are not required to reimburse the Student Union for the remaining share of the paid allowance. They may retain their personal service plan or cancel at their discretion. If the employee's departure from the Student Union is due to the Student Union's action (i.e., termination or layoff) and the employee chooses to cancel their service plan, the Student Union will reimburse any cancellation fee charged by the service provider, provided invoice documentation is submitted.

Technical Support

Using guidance from Student Union technical support staff, ensuring compatibility of the selected device and service with Student Union systems is the employee's responsibility.

Devices:

This may include at least the following:

- Cell phones
- PDA's (Blackberries, etc.)
- Smart phones (iPhone, Pre, etc.)
- Wireless cards (EDVO card, etc.)

*Note: Eligibility for an expense allowance is limited to one device per employee.

Policy Effective Date: September 1, 2014

Approved by SUBOD 2/24/15