Standard Administrative Procedure Statement

This standard administrative procedure clarifies the process for payment of cell phone stipends to employees of the University.

Definitions

Cell phone stipend – a monthly salary supplement for the operation of a communication device, also known as communication allowance and monthly cellular communication service allowance.

Data service – texting and/or e-mail. In addition to voice or phone service, data service is required for participation in the Communication Allowance Program at the University.

Procedures and Responsibilities

The University has elected not to provide University-owned communication devices with the exception of data-only (no voice service) devices in the OIT and PRMIS departments. Given the specific nature of these devices, they will remain property of the University, and the employees with these devices are not eligible for a cell phone stipend.

The cell phone stipend was created to assist with the payment of a personal cell phone bill for those employees whose jobs routinely require them to be available outside of regular business hours and/or whose jobs take them off-campus on a fairly regular basis. The stipend was never intended to cover the full cost of an employee’s personal cell phone plan, as it is not reasonable to expect that the employee is using the cell phone solely for University business. Rather, it was intended to be a supplement to cover a reasonable percentage of the employee’s monthly bill. The University does not provide an allowance for the purchase of cell phones or any other communication device.

Cell phone stipends in the amount of $50 are available for employees meeting the above criteria with a plan providing a minimum of voice and data service. Employees at the associate dean level and above (associate dean, dean, associate vice president, vice president, and president) are not eligible for
stipends, however, if it is determined that an employee’s job responsibilities require the use of a cell phone to effectively perform his/her duties, with written approval of the President, such a stipend may be paid.

Department heads are responsible for determining which positions require the use of personal communications devices and, therefore, qualify for the Communication Allowance Program. Granting a communication allowance to an employee must be directly linked to the employee's job duties and responsibilities.

Copies of the approval form used to process the communication allowance will be retained in the Payroll Office.

On an annual basis, each dean/supervisor will be sent a list of those employees currently receiving cell phone stipends with a short form to complete to either justify continuation of or eliminate the stipend.

Business calls for employees receiving a cell phone stipend are not reimbursable. Additionally, except as provided for in the travel policy, the University will not reimburse employees for business calls made on a personal cell phone. Employees are encouraged to conduct business using a University office phone to avoid charges.

**Related Statutes, Policies, Regulations, Rules or Requirements**

Supplements System regulation [25.99.09, Cellular Communication Devices and Services](#)

**Contact Office**

For clarification or interpretation, contact the Office of the Vice President for Finance and Administration.