



SUBJECT: Information Technology

PROCEDURE: 704.1.1 Electronic Communication Devices for College Business

EFFECTIVE: July 2010

REVISED: July 2014

REVIEWED: May 2018

This is the procedure to be used for electronic communication devices assigned to one employee and including both business and personal use.

An employee's supervisor is responsible to determine the need for an employee to have an electronic communication device (including internet service.) An ECD allowance can offset a portion of or all expense of the ECD or service. It is the responsibility of the employee's supervisor to determine the dollar amount of the allowance for ECD. This amount should be based on the cost of service which allows the employee to conduct College business in an efficient manner and should cover the employee's projected business-related expenses only. Generally accepted reimbursement rates are \$15 for low business use, \$25 for moderate business use, \$40 for high business use, and \$45 for data services per month. If amount requested exceeds \$85 per month, an explanation must be attached to the allowance form. In no case shall the amount of reimbursement exceed the cost of service. The allowance shall not exceed \$200/month or \$2,400 annually for all combined services.

It is the responsibility of the employee to enter into the cellular phone contract, or contract for internet services, under their own name. The purchase of any equipment is also the responsibility of the employee.

Blackberry Services and Licensing

If Blackberries or other PDA devices are approved for payment via the allowance method, provisions should be made with the employee to ensure proper safeguarding and disposal of College information, by either turning in the equipment or working with IT to delete all College data on the ECD device. In addition, any text messages or emails sent for college business over an ECD may become discoverable evidence.

Blackberries can be used to access email and the internet either with or without the BES server. Using the BES server gives the employee access to contacts, calendar, and tasks, in addition to email and the internet. Selection of this option results in an annual charge to purchase the BES server and CAL license.

When necessary, the College will cover the cost of the server and Blackberry licensing, but the cost of the blackberry device and service plan will be covered by the employee.

Checklist for Allowance Method

Supervisory certification of the business purposes for this allowance (**mark all that apply**):

- This employee is a key staff member needed in the event of an emergency (Cabinet, etc.).
- This employee is frequently away from access to traditional land-based phone services.
- This employee is involved in frequent off hours/on-call activity.
- The nature of this employee's work is critical and immediate response is required.
- The related cost is justified when compared with alternative communication choices.
- Other- If not listed above, please state why device is necessary, why it is essential in carrying out job responsibilities and why job responsibilities could not be carried out without it.



Appendix A: EMPLOYEE ALLOWANCE PROCEDURES

Employee allowance for electronic communication devices (ECD) including internet service: An employee's supervisor is responsible to determine the need for an employee to have an electronic communication device (including internet service.) An ECD allowance can offset a portion of or all expense of the ECD or service.

1. It is the responsibility of the employee's supervisor to determine the dollar amount of the allowance for ECD. This amount should be based on the cost of service which allows the employee to conduct college business in an efficient manner and should cover the employee's projected business-related expenses only. Generally accepted reimbursement rates are \$15 for low business use, \$25 for moderate business use, \$40 for high business use, and \$45 for data services per month. If amount requested exceeds \$85 per month, an explanation must be attached to the allowance form. In no case shall the amount of reimbursement exceed the cost of service. The allowance shall not exceed \$200/month or \$2,400 annually for all combined services. Late fees and overages are not reimbursable.
2. After reviewing and approving an employee to receive an ECD allowance, the ECD Allowance Request Form must be completed and forwarded to the appropriate Dean's Cabinet member for signature. Upon approval, the Cabinet member, or designee, will inform IT and forward the form to Financial Services/Payroll for processing. ECD Allowance Request Forms for newly qualified employees will go into effect within 30 days of receipt in Financial Services. To renew the allowance, a new ECD Allowance Request Form must be submitted no later than January 31 of each year. The ECD Allowance Request Form will provide approval to pay out the taxable allowance in equal installments over the year based on the pay cycle in which the employee is normally paid. This 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 increases, job changes, etc.
3. Under IRS regulations, this allowance is taxable to the employee. The cost of the ECD allowance plus applicable employer/employee paid benefits will be an expense of the authorizing department's budget.
4. The employee must maintain an active ECD service plan as long as the ECD allowance is in place.
5. A copy of the employee's most recent active billing statement must be attached to the ECD Allowance Authorization form.
6. An annual review of the business need for the ECD and associated allowance must be completed by the employee's supervisor. An ECD Allowance Request Form must be submitted no later than January 31 of each year. This form will provide approval to pay out the allowance in equal installments over the year based on the pay cycle in which the employee is normally paid.
7. If the status of a qualified employee changes during the year and the employee should no longer need an allowance for ECD, Financial Services/Payroll must be notified by ECD Allowance Request Form of this change in order to stop the payment of the allowance. Any overpayment of allowance must be repaid by the employee to the College.
8. The telephone number of the ECD will be made available to the university as required by your duties.
9. If Blackberry/PDA services will be requested, individuals must contact Information Technology Services.
10. Only "direct" costs may be charged to grant and contracts. Therefore, the allowance cannot be charged to grant accounts. Users appointed to or paid from grants will be considered a required business phone if deemed necessary and will be covered by the College.
11. Many wireless carriers offer a discount to state employees. Please contact IT Services to ask about these discounts.