

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Cell Phones

DATE: June 2, 2009

PURPOSE: This procedures memorandum systematizes the use of communications devices such as cell phones and pagers for College business.

SCOPE: This procedure applies to all College employees.

GENERAL PRINCIPLES:

The College will compensate employees for certain cell phone expenses as outlined in this procedure. Compensation of cell phone use incurred by College employees is made under one of the following processes:

- Supplemental compensation (“Stipend”) to offset the cost of cell phone service for positions required to utilize a cell phone as a condition of employment.
- Reimbursement of cell phone calls for non-qualifying employees.

1. Supplemental Compensation for Qualifying Employees

- A. Qualifying employees will receive supplemental compensation to assist with the costs of cell phone calls to carry out College business. This supplemental compensation provides the employee with funds to help defray the cost of acquiring and maintaining cell phone services that would be used in whole or in part to conduct College business. This amount will be added to the employee’s salary each pay period. This compensation is taxable income and is subject to withholding. Payments will be issued through the payroll system and will be included on employee’s W-2 forms.

Supplemental compensation does not constitute an increase in base pay, and will not be included in the calculation of percentage increases to base pay due to annual salary increases, job upgrading, retirement contributions, or other similar calculations.

The Technology and Administrative Services Projects Coordinator will determine which employees qualify for the supplemental compensation. The criteria used for making this determination are:

- 1) Employee is key staff member needed in the event of an emergency.
- 2) Employee is frequently away from access to traditional land-based phone services.
- 3) Employee is involved in frequent off-hours/on-call activity where contact by cell phone is essential.
- 4) The nature of the employee's work is critical to the operation of the College and immediate response is required.
- 5) Employee's assigned work requires substantial travel and contact by cell phone is essential.
- 6) The anticipated level of business use is significant.
- 7) Use of a department assigned cell phone is not practical.

To receive supplemental compensation, an employee's Vice President or the Executive Vice President shall determine whether the employee's business need for a cell phone meets the required criteria and then shall submit a Cell Phone Supplemental Compensation form to the Technology and Administrative Services Projects Coordinator for consideration.

Once approved, the Cell Phone Supplemental Compensation form will be forwarded to the Business Office.

If there is a change in an employee's responsibilities that would disqualify them from continuing to receive the supplemental compensation, the appropriate Vice President must immediately take the necessary steps to terminate the supplemental compensation, effective with the date that the employee's responsibilities changed.

The Vice President shall conduct an annual review and document the continued qualification for the supplemental compensation. The cost of the supplemental compensation will be budgeted in the appropriate cost center.

Qualifying employees receiving supplemental compensation shall acquire and maintain an active cell phone service that provides adequate coverage and features. The employee's cell phone number shall be provided to the appropriate Vice President for placement on contact/directory list.

The following are amounts of specific stipends to pay employees based on the degree of necessity that is determined by the College.

- 1) \$75.00 per month (\$37.50 per pay period) for employees with full data/voice functionality.
- 2) \$25.00 per month (\$12.50 per pay period) for employees with voice only.

2. Non-Qualifying Employees

- A. Employees that do not qualify for supplemental compensation or who occasionally incur cell phone expenses related to College business may be eligible for reimbursement of the

cell phone calls. Reimbursement shall be made at a flat rate of \$.08 per minute up to a maximum of \$20.00 per month.

To receive reimbursement, the employee shall submit a Reimbursement Voucher and a copy of their itemized cell phone bill along with notations as to who was called and the business purpose of the College-related calls. The employee's supervisor shall review and approve the Reimbursement Voucher and submit it to Accounts Payable for processing.

Under certain specific situations, reimbursement may be calculated based on the extreme College usage that the employee may have experienced. Exceptions to the reimbursement must be approved by the area Vice President and College Business Officer.

3. College-Provided Cell Phones

- A. The College may acquire and assign cell phones, two-way radios, and/or pagers to individual departments when security and area-wide services are required. These devices are earmarked for use by College staff within departmental areas for conducting College business only. Personal use of these departmental cell phones is prohibited.

Adopted: 4/24/01; Revised 6/2/06, 10/12/07, 2/19/09; 6/2/09

CELL PHONE SUPPLEMENTAL COMPENSATION

*For the purpose of this form, supplemental compensation shall include cellular telephones and other mobile communication devices.

EMPLOYEE INFORMATION

Name	MCC ID #		
Position	Extension		
Dept.			
Fund	Loc.	Cost Center	Object Code

STIPEND REQUESTED FOR THE FOLLOWING COMMUNICATIONS DEVICES	ANNUAL STIPEND (MONTHLY STIPEND AMOUNT PER MONTH X 12)	PAY PERIOD STIPEND (ANNUAL STIPEND AMOUNT/24)
<input type="checkbox"/> Cellular Telephone <div style="display: flex; border-bottom: 1px solid black;"> <div style="width: 15%; padding: 2px;">Phone #:</div> <div style="flex-grow: 1;"></div> </div>	\$	\$
<input type="checkbox"/> Other Mobile Communication <div style="display: flex; border-bottom: 1px solid black;"> <div style="width: 15%; padding: 2px;">Phone #:</div> <div style="flex-grow: 1;"></div> </div>	\$	\$

SIGNATURES

Employee Signature (By signing, employee agrees to abide by the procedures below)	Date
Approval by Vice President (Please refer to procedure D below)	Date
Approval by Technology & Administrative Services Projects Coordinator	Date
Approval by President/Executive Vice President	Date

Send completed form to the Technology & Administrative Services Projects Coordinator

CELL PHONE STIPEND PROCEDURES

In order to offset the expenses of Metropolitan Community College employees who utilize their own personal cell phones in the performance of their job responsibilities, the College may authorize stipends for employees, at the College's discretion, when it is deemed to be in the College's best interest. The following is a description of the College's procedures for providing such stipends to College employees.

1. Eligibility and Approval

A. In general, to be eligible for the College's consideration to pay an employee for utilizing his/her own cell phone, there must be a critical or essential need, as determined by the College, and the employee must have an official College business need for a cell phone to assist him/her in performing his/her job responsibilities in a more efficient or effective manner. An employee who seeks a stipend to help offset the cost of using his/her personal cell phone for College business purposes shall complete this form with rationale attached. This form requires the approval of the President or Executive Vice President.

2. Stipend Amount and Funding

A. The stipend amount will be determined by the Technology and Administrative Services Projects Coordinator with the approval of the President or Executive Vice President. The appropriate cost center will be charged for the monthly reimbursement. The gross stipend amount is determined by the College, is not negotiable and is based on current cellular rates.

3. Employee Responsibilities

A. In exchange for receiving a stipend under this Agreement, the responsibilities of the employee shall include the following:

- 1) Provide proof of active cell phone service (e.g., operational cell phone).
- 2) Notify the appropriate Vice President and the Business Office within two business days if the cell phone service is discontinued or if the cell phone number is changed..
- 3) Provide the College with employee's own functioning cell phone number.
- 4) Be available (as determined by the College) at the cell phone number.
- 5) Permit the College to publish the cell telephone number and make the number reasonably available for business purposes. (Cell telephone number will not be available via the College's on-line staff directory.)

4. Vice Presidents Responsibilities

A. The Vice President shall be responsible for ensuring the following:

- 1) The gross stipend amount is determined by the college, is not negotiable and is based on current cellular rates.
- 2) Process this form and forward it to the Technology and Administrative Services Projects Coordinator for consideration.
- 3) Maintain a file copy of this form.
- 4) Provide advance notification to Payroll when the stipend is to be terminated.

5. College's Rights and Responsibilities

- A. The College may terminate or discontinue this Agreement at any time at its convenience. In the event the College terminates this Agreement, the employee shall be entitled to a stipend on a pro-rated basis up until the time of termination.