

# MOBILE COMMUNICATION DEVICE USAGE POLICY

## PURPOSE

This policy addresses the use of mobile communication devices for business purposes; and methods for making communication devices available to employees.

## ACQUIRING A MOBILE DEVICE

### 1. COLLEGE OWNED MOBILE DEVICES:

A department may purchase and own mobile devices which may be loaned temporarily to individual employees. The mobile device is college property and will be used by the employee for college business purposes only.

This is also available to divisions or departments utilizing the service for limited, job specific purposes. Personal use of a college owned device is strictly prohibited. The "lending" of college owned mobile devices is considered a working condition fringe benefit and the value of all substantiated business use is excluded from the employee's gross income.

The NOC Mobile Communications Device Stipend Justification Form can be requested from the Human Resources Department.

### 2. EMPLOYEE OWNED MOBILE DEVICES:

A department may elect to provide a quarterly stipend to cover employee's mobile communication device expenses. The quarterly stipend is determined by estimating the anticipated level of service required in the performance of an employee's duties.

Stipends paid to the employee are considered taxable compensation and accordingly are subject to required tax withholdings. Stipend payments are not subject to retirement deductions.

#### 2.1 INFREQUENT USE OF MOBILE COMMUNICATION DEVICES FOR BUSINESS

If an employee's job duties do not necessitate the need for a mobile communication device, then the employee is not eligible for a stipend to cover such expenses.

#### 2.2 DEPARTMENTAL RESPONSIBILITIES

The division chair, director, or department head is responsible for:

- Determining if an employee's job duties necessitate the need for a mobile communication device;
- Determining the source of funding;

- For college owned devices, the department is responsible for establishing a check out system;
- If a stipend is provided, completing necessary forms to document approval.

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### **3. EMPLOYEE RESPONSIBILITIES**

#### **3.1 COLLEGE OWNED DEVICES**

- Ensuring the device is used for business only;
- Ensuring the device is protected from damage and unauthorized use; and
- Ensuring the device is returned to the college when expected (based on departmental check in/out or rotation procedures).

#### **3.2 EMPLOYEE OWNED DEVICES (RECEIVING A STIPEND)**

- Providing department with current contact information or address of the communication device within three days of activation;
- Providing notification to the department within three (3) days of inactivation. An employee is prohibited from receiving a stipend when the device is no longer active or needed; and
- Responsible for all contract terms and payments to service provider.

## **PROCEDURES**

### **1. DEPARTMENT OWNED DEVICE (LOANER)**

#### **1.1 ESTABLISHMENT OF SERVICE**

A department wishing to obtain a college owned device can make arrangements of choice through the Department of Information Technology. The most economical service plan that meets individual college needs must be chosen. At a minimum, the supervisor must provide written authorization for a college-owned mobile communication device and the associated service plan. College owned mobile devices can only be used for college business except in emergency situations.

Equipment: Baseline mobile communication equipment and the most economical usage plans should be purchased. Departments are responsible for the safekeeping and care of their mobile communication devices.

## **1.2. DEPARTMENTAL REQUIREMENTS**

Departmental owned mobile devices should ONLY be used for college business except for emergency situations. This will result in employees carrying two mobile devices; one owned by the college and one for personal usage.

## **1.3. USE OF DEVICE**

The employee must “check-out” the mobile communication device through their department on a temporary basis on an as needed basis. Personal use of a college owned device is strictly prohibited.

## **2. EMPLOYEE OWNED DEVICE (STIPEND)**

### **2.1. ESTABLISHMENT OF STIPEND**

A stipend may be requested using the NOC Mobile Communication Device Stipend Request Form. The request may be made any time during the fiscal year. Once a stipend has been established it will remain in effect until a new stipend form is submitted to initiate a change or termination. The stipend does not constitute an increase to base pay and will not be included in the calculation of pay increases. Stipend amounts are treated, by IRS guidelines, as taxable income.

### **2.2. DETERMINATION OF MONTHLY STIPEND AMOUNT**

The quarterly stipend amount should only cover the estimated business-related costs. In no case should the amount exceed the cost of the employee’s quarterly service. Determination of the stipend amount is made through the Department of Finance. Documentation showing the cost of the service plan and the initial start-up cost may be kept on file by the employee’s department. Monthly documentation is not required.

### **2.3. DEVICE TYPES**

- Mobile Data Card & USB Modems: devices that allow access to mobile broadband data services via a cellular network and giving broadband data access to college networks and internet access remotely. Primarily for data connectivity.
- Limited Data Mobile Device: devices that have a small, primarily text-based screen, with data services usually limited to SMS (Short Message Service) and WAP access. Typical examples of these devices are cellular phones.
- Basic Data Mobile Device: devices that have a medium-size screen, menu or icon-based navigation via a thumb-wheel or cursor, and which offer access to e-mail, address book, SMS, and a basic web browser.
- Enhanced Data Mobile Device: devices that have medium to large, stylus-based navigation, and which offer the same features as the "Basic Data Mobile Devices" plus native applications such as Microsoft Office Mobile applications (Word, Excel,

PowerPoint) and custom corporate applications such as mobilized versions of SAP, intranet portals, etc.

#### **2.4. DEPARTMENTAL REQUIREMENTS**

Departmental files should include a copy of the Stipend Request Form and a copy of the employee's service plan agreement or proof of cost. These files are subject to audit at any time. The division chair, director, or department head is responsible for reviewing the employee's continued business need on an annual basis to determine applicability of existing allowance and make adjustments as necessary.

#### **2.5. USE OF DEVICE**

The employee must retain an active mobile communication device service contract as long as the stipend is in place. The employee owns the device and may use the device for both personal and business purposes, as needed. Additional features or services may be added at the employee's own expense.