

Cornell College
POLICIES AND PROCEDURES

Department:	Business Affairs
Subject:	Cell Phones
Date Issued:	March 8, 2011
Approved By:	President's Council

POLICY

This policy establishes the extent to which the College may subsidize, through a cell phone allowance, personally owned cell phones used in the conduct of College business and establishes rules for cell phone use.

The College provides access to College-owned communication devices based upon an employee's job responsibilities. Those communication devices may include computers with e-mail capabilities, and desk phones for transacting College business. Some positions may require that the employee be readily available via cell phone throughout the work period or during non-work hours. College-owned cell phones are provided only by exception as delineated below. If an employee's position responsibilities fall into any one or more of the following three categories, the College may subsidize the employee's personal cell phone service with a cell phone allowance.

1. Employees with job responsibilities that require them to make or receive calls on a frequent (daily) basis outside of their normal working hours.
2. Maintenance and campus safety employees who need to make and receive calls outside of an office setting.
3. Employees who have an assigned office but who spend a significant amount of time away from that office and who need to make or receive calls during these periods.

Cell phone allowances will be paid through Payroll, with all applicable taxes being withheld.

Where a justification can be established, exceptions may be granted to the policy allowing for the purchase of College-owned cell phones. Generally, this will occur in the case of a cell phone that passes from person to person at shift change. All exceptions to policy must be approved by the Director of Information Technology.

Employees using a cell phone for College business will not use their phone while driving for texting, reading or sending email. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees must pull off to the side of the road and safely stop the vehicle before sending/reading a text or email. Employees must use hands-free options for making/receiving calls. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

Policy Questions - Questions pertaining to this policy should be directed to your supervisor, division head, or the director of human resources. It is the responsibility of the President's Council to approve and modify this policy.

Scope - This policy applies to staff and administration at Cornell College. The policy applies to both unrestricted and restricted sources of funds.

PROCEDURES

To obtain a Cell phone allowance, the employee:

1. Completes the Allowance Request Form located at <http://www.cornellcollege.edu/information-technology/policies/tpac/images/cell-phone-authorization-form.docx>
2. Obtains the required Division Head and Information Technology approvals
3. Submits the form to Payroll for processing.

Division Heads, in conjunction with the Director of Information Technology will determine the level of the cell phone allowance, based on the amount of time an employee is anticipated to use voice and data service for his/her job requirements.

The monthly cell phone allowances are:

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| • Voice use only | \$30.00 |
| • Voice and text | \$40.00 |
| • Full voice/text/data functionality | \$50.00 |

Cell phone allowances are assumed to subsidize the cost of a personal cell phone. The College is not responsible for purchasing or replacing cell phone devices. Any damage or loss of cell phone devices is the responsibility of the employee.

Cell phone allowances and this policy will be reviewed annually.