

## Cellular Phone Allowance

### Purpose

Dyersburg State Community College (DSCC) recognizes the need for certain employees to have the use of a cellular phone to perform work duties and responsibilities. DSCC will provide an allowance as reimbursement for use of their personal cellular phone as stipulated in this policy.

### Scope

This policy applies to all employees in all departments at all locations of the college.

The Vice President for Information Technology and Facilities Management (who is also the Chief Information Officer) is responsible for the development and maintenance of this policy.

### Policy

**Eligibility:** To qualify for a cellular phone allowance, the employee must meet one or more of the following justifications:

1. The employee is at senior management level or above.
2. The employee is required to respond to critical system failures or service distributions.
3. The employee is required to have immediate communications capability to address safety concerns.
4. The employee's job responsibilities require frequent travel off-campus for institutional business.
5. Other employees as approved by the President.

**Approval:** A *Cellular Phone Allowance Request* form must be completed by the employee and approved by the employee's direct supervisor, the appropriate vice president and the President.

**Allowance:** Each month the approved eligible employee will be provided an allowance for cellular phone service through payroll distribution. Two levels of monthly compensation are available dependent on the approved level of need and employee's exempt/non-exempt status. These are:

- Voice, Text and Data Plan Users – **\$70** – (generally for exempt employees)
- Voice and Text Plan Users – **\$40** – (generally for non-exempt employees)

### **Employee Responsibilities:**

1. Provide supervisor and Human Resources with personal cell phone number. This number will be published and available for college business purposes.
2. Provide a cellular device and maintain service for the approved device(s).
3. Notify supervisor and Human Resources if cellular service is discontinued or cell phone number is changed.
4. Remit payments for all cellular and data plan charges to carrier.
5. Provide contract and billing statements as requested for auditing purposes.

**Termination of Cellular Plan Allowance:** Termination of the allowance may occur for any of the following reasons:

1. The employee no longer meets eligibility requirements due to employment changes such as a change in responsibilities or a change in position with the college.
2. The employee fails to provide contract or billing statements if required for audit documentation.
3. The employee's cellular contract changes or ends due to a personal decision by the employee, employee misconduct, or misuse of the device (the employee must bear the cost of any fees associated with any contract change or cancellation).

**Exceptions:** Any exceptions to this policy must be authorized by the President.

## **Compliance**

Only cell phone reimbursements identified in this policy are acceptable. Failure to adhere to this policy may result in disciplinary action.

## **Definitions**

*(No additional definitions are needed.)*

## **Revision History**

Policy created January, 2012; approved by Administrative Council on 1/27/12. Policy revised February 2018; approved by Administrative Council on 2/27/2018  
Policy revised June 2024. Policy approved by Administrative Council on 7/30/2024.