

St. Lawrence University Procedure
Cellular Telephone/Data and Internet Allowance Plan
(Cell Phone Allowance Plan)

Reasons for the creation of the cell phone allowance plan:

The purpose of this plan is to provide a way for employees to have access to necessary cell phone and/or data plans that most readily comply with federal and state regulations, and streamline the recordkeeping and reimbursement activities. Under normal circumstances, the university will no longer provide cell phones or pay for the service directly, nor reimburse individuals for their cell phone plans, but will provide a cell phone allowance according to the provisions in this plan.

Definition of a Cell Phone and Service:

Cellular telephone service for the purposes of this plan is any service that is being used, in any measure, to make or receive wireless voice or data calls or interactions on the public cellular telephone networks.

A cellular telephone (cell phone) for the purposes of this plan is any device that is capable of using the services provided by the public cellular telephone networks. These devices vary from a simple telephone device that allows calls to be made and received and perhaps provide simple features such as a phone number directory, simple appointment calendar, and calculator to more complex phones that can do simple text messaging and synchronizing directory and calendar data with computers, to devices with telephone features and PDA (personal digital assistant) capabilities which would include fully synchronized contact databases, calendars, email, and web browsing, to general computers with cellular phone network cards.

Eligibility for a cell phone allowance and the dollar level of the allowance is determined on a position by position basis by each Division, and approved by the Vice President. The dollar level of the allowance is according to the service level required by the position and paid according to the allowance schedule attached to this policy. The allowance schedule will be reevaluated annually.

The employee's cell phone allowance is taxable income. Other employee deductions such as retirement are not affected by the stipend.

Once it is determined that a stipend is authorized and payment starts, the individual is required to maintain the functionality level at the authorized amount and to notify their supervisor when their plan changes.

Provisions for alternative practices must be agreed to by the Vice President for Finance and the Vice President for the division requesting the alternative.

Establishing the allowance and service:

- With your supervisor, apply for the allowance using the attached Cell Phone Authorization form.
- Obtain your Vice President's approval.
- Submit the approved form to Karen Kitchen, Payroll Confidential in Vilas 116.
- Work with a cell phone service carrier of your choice to obtain the necessary service. You are free to use the service of your choice and need not enroll in a contract for services, but rather use a 'trac phone'. Please see the end of this procedure for contact information that will allow you to take advantage of negotiated discounts with Verizon or AT&T.

Transitioning from University owned phones to the stipend plan:

Following are instructions if you currently have a University owned phone.

1. If your current phone is a Verizon phone with a defined term contract, you may:
 - a. Assume responsibility for the contract with no penalties and retain your phone number.
 - b. Wait until the contract comes to an end (and arrange for the proper documentation to substantiate the business use of the phone in the meantime), and transition to a new plan when the contract ends.
 - c. Terminate the contract and assume the responsibility for termination fees.
2. If your current phone is an AT&T phone, there are no termination fees. You may:
 - a. Retain the phone number and assume the responsibility for the contract.
 - b. Cancel the service for the phone and provide the service for which you are receiving an allowance through a different plan.

Your transition should be complete by September 30, 2008. You must notify Ruth Tully what your transition plan is so that the University can monitor the billing from the carriers and ensure that it is correct.

Departmental discretion:

Departmental policy regarding issuing cellular telephone allowances may be more (but not less) restrictive than University policy.

How Payment to the Employee will be made:

Payment will be made as an addition to the employee's regular salary payment. Payments for monthly service will be equally divided among the pay periods; payments for new hardware will be paid once every two years upon request. Note that the allowance does not constitute an increase in base pay, and will not be included in any percentage calculations for increase to base.

Using the cell phone service: The cell phone service is personally owned, and may therefore be used for both personal and business calls. An employee with a cell phone allowance must maintain an active cell phone contract for the life of the stipend.

Note that misuse of the phone – using it in ways inconsistent with University policy or with local, state or federal laws – will result in immediate cancellation of the cellular telephone allowance.

Department responsibilities and documentation requirements:

The department must maintain a file containing a copy of the Allowance Authorization Form. It is the Vice President's responsibility to review cell phone needs in his or her unit on at least an annual basis, to determine if allowances should be changed, continued, discontinued, or if new allowances are needed. *The cost of each allowance will be charged to their department telephone budget.*

Ending a cell phone contract (subsequent to transition from University provided plans):

Contract changes or cancellations (and associated fees):

- As the result of the employee's decision, misconduct, or misuse of the phone: If, prior to the end of the cell phone contract, a personal decision, or employee misconduct, or misuse of the phone, results in the need to end or change the cell phone contract, the employee will bear the cost of any fees associated. EXAMPLE: The employee quits, and no longer wants to retain the current cell phone contract for personal purposes.
- As the result of a University decision (unrelated to employee misconduct): If, prior to the end of the cell phone contract period, a University decision results in the need to end or change the cell phone contract, the University will bear the cost of any fees associated. EXAMPLE: The employee's supervisor has changed the employee's duties, and the stipend is no longer needed. The employee does not want to retain the current cell phone contract for personal purposes.

Purchase of the Cellular Telephone Equipment:

- The Employee is responsible for the purchase of cell phone equipment (phone, charger and hands free devices) and a specific allowance for hardware is available once every two years.
- The Employee is responsible for initiating the request for the equipment allowance using the Allowance Authorization form.
- The Employee is expected to maintain insurance for the cell phone equipment and the allowance provides for coverage of that fee.
- Under no circumstances should university funds be used to purchase cell phone equipment that is used under this Cell Phone Allowance Plan.

Where to get help:

Ruth Tully, IT Budget Administrator and Project Manager, 229-5778, rtully@stlawu.edu

St. Lawrence University
Cellular Telephone Voice/Data and Internet Service
Allowance Authorization Form

Employee Name: _____

SLU ID Number: _____

Department: _____

Dept Budget Number: _____

Cellular phone number (with area code): _____

Allowance Effective Date: _____

Allowance End Date: _____

Monthly Allowance: _____ (see reverse)

Voice & Data Justification:

Equipment Allowance: _____ (see reverse)

Equipment Justification:

Employee Certification:

I certify that the above monthly allowance will be used toward expenses that I incur for Cellular Telephone Voice/Data usage for business purposes. I further certify that I will maintain cellular phone service while employed with St. Lawrence University. Should the business usage significantly decline for a sustained period, I will notify my supervisor in writing, as soon as practicable. I understand that this monthly allowance will be included on my W-2 form as a taxable income. I further understand that St. Lawrence University is not responsible for the tax consequences of the allowance or the business use of my personal cellular devices.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Vice President Signature: _____

Date: _____

Basic Cell	450 min		Cost/mo
Service	40.00		\$ 40.00
Insurance (\$60/yr)	5.00		\$ 5.00
Upgrade to 900 min (add \$20)			
Upgrade to 1350 min (add \$40)			
Text 500 (add \$10)			
Text Unlimited (add \$20)			
International Package (add \$5)			
GPS (add \$10)			
Total Monthly Allowance			

PDA / Smart Phone	450 min	Data	Cost/mo
Service	40.00	40.00	\$ 80.00
Insurance (\$60/yr)	5.00		\$ 5.00
Upgrade to 900 min (add \$20)			
Upgrade to 1350 min (add \$40)			
Text 500 (add \$10)			
Text Unlimited (add \$20)			
International Package (add \$5)			
GPS (add \$10)			
Total Monthly Allowance			

Equipment Replacement/2 yr	Upgrade		Amount
Basic Phone \$70			
PDA / Smart Phone \$300			
Charger/Hands Free \$80			
Allowance/2 yr			