

**SAVANNAH STATE UNIVERSITY  
CELL PHONE POLICY**

**May 12, 2008**

**RATIONALE:** Savannah State University offers a taxable allowance for cell phone service to employees whose duties and responsibilities require them to carry cell phones. This policy allows the University to meet IRS regulations regarding business versus personal use of cell phones.

**POLICY:** The appropriate Vice President, or designee, may authorize a cell phone allowance for employees who carry a cell phone for University business. If authorized, employees required to carry a cell phone for University business will receive compensation in the form of a cell phone allowance. Simple convenience is not a criterion for a cell phone allowance. An allowance may be authorized if at least one of the following two criteria is met:

- 1) The job function of the employee requires considerable time outside of their assigned office or work area and it is important to the University that they are accessible during those times.
- 2) The job function of the employee requires them to be accessible outside of scheduled or normal working hours.

**SCOPE AND APPLICABILITY:** This policy is applicable to all faculty members and staff of Savannah State University as referenced in the specific procedures and guidelines outlined below.

**PROCEDURES:**

**Approval of Allowance**

Employees whose duties and responsibilities require them to carry a cell phone are eligible for a cell phone allowance. A cell phone allowance may be requested using the Cell Phone Allowance Request Form. The form must be approved by the appropriate Vice President, or designee, and forwarded to Computer Services & Information Technology.

**Determination of Allowance Amount**

The dollar amount of the cell phone allowance should approximate the employees anticipated business related expenses only. Management should use the following schedule to determine the appropriate allowance:

- Ø Tier 1 - \$50/month: This allowance is for the employee who has light usage of the cell phone for business purposes (750 minutes or less).
- Ø Tier 2 - \$70/month: This allowance is for the employee who has medium usage of the cell phone for business purposes (1000 minutes).
- Ø Tier 3 - \$90/month: This allowance is for the employee who has heavy usage of the cell phone for business purposes (over 1000 minutes).

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- Ø Tier 4 - Up to \$110/month: This allowance is for the employee who has heavy cell phone usage or extra phone services such as email and calendar integration for their job. The amount should be determined by the employee's supervisor.

**Establishing the allowance**

Use the Cell Phone Allowance Request Form located on the Savannah State University Online Forms website. Fill out the form completely, obtain the appropriate signatures and forward to Computer Services & Information Technology for further processing.

**Payment**

The cell phone allowance is paid through Payroll and is included in the employee's check/direct deposit. The allowance shows as a separate line item on the employee's pay stub.

This allowance does not increase the employee's base salary and will not be included in the calculation of any University benefits. This allowance is subject to all applicable taxes.

**Using the cell phone service**

The cell phone service is personally owned by the employee 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 allowance.

**Note:** 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 cell phone allowance.

**Documentation and Review Requirements**

A copy of the completed Cell Phone Allowance Request Form must be kept on file in the employee's department.

The employee's supervisor is responsible for an annual review of the business need for a cell phone allowance to determine if allowances should be changed or discontinued.

If an employee is terminated, resigns, transfers or is no longer eligible for a cell phone allowance, the employee's supervisor should submit a revised Cell Phone Allowance Request Form to Computer Services & Information Technology noting "Discontinue allowance as of XX/XX/XX" in the business justification section of the Form.

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**Contract Changes or Cancellations**

If, prior to the end of a cell phone contract, a personal decision, employee misconduct, or misuse of the phone results in the need to change or end the cell phone contract, the employee will bear the cost of any associated contract termination fees.

If, prior to the end of the cell phone contract period, a University decision is made (unrelated to employee misconduct) which results in the need to change or end the cell phone contract, the University will bear the cost of any associated contract termination fees.

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**Savannah State University  
Cell Phone Allowance Request Form**

**Employee ID:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Cell Phone Number (with area code):** \_\_\_\_\_

**Allowance Start Date:** \_\_\_\_\_

**(The Cell Phone Request Form must be received in CSIT by the 15<sup>th</sup> of the month in order to be included in the end of the month's payroll)**

**Department Account Number to be Charged:**

Department: \_\_\_\_\_ Account No: \_\_\_\_\_

**Cell Phone Allowance:**

\$50/Month     \$70/Month     \$90/Month     Up to \$110/Month     \$ \_\_\_\_\_

**Business Justification:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Certification:**

I certify that the above allowance will be used toward expenses I incur for cell phone/smart phone usage as described above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President Signature (or designee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telecommunications Coordinator (CSIT)

\_\_\_\_\_  
Date

Please forward completed form to Computer Services & Information Technology.