

# **Personal Cell Phone and Mobile Device Usage Reimbursement Policy**

## **I. POLICY SUMMARY**

Eligible employees may receive a stipend from the University to reimburse for business-related costs incurred when using their personally owned cell phones and other mobile devices such as tablets but not including laptops which are Wentworth owned devices. The stipend will be considered a non-taxable fringe benefit to the employee. The stipend will be determined by the person's job duties as it relates to cell phone and other mobile device use and access. The University will review and set the amounts to be provided for stipends and reimbursement on an annual basis. Except for a very small number of positions related to public safety, facilities, and infrastructure support, the University will not provide cell phones and other mobile devices for the use of individual employees after January 2021.

## **II. ELIGIBILITY**

An employee may be eligible for the stipend if at least one of the following criteria is met, as determined by the employee's Vice President or Division Head:

- a. The job function of the employee requires **considerable** time outside of their assigned office or work area and the employee must be accessible during those times.
- b. The job function of the employee requires them to be accessible outside of regularly scheduled or normal working hours where time sensitive decisions/notifications are required.
- c. The employee is designated as a "first responder" to emergencies.

## **III. STIPEND PLAN:**

- a. Eligible employees may receive a total stipend of \$75.00 a month (regardless of number of personal devices used) upon the approval of the employee's Vice President or Division Head.
- b. Once approved, the employee will be eligible to receive the stipend automatically in the first paycheck of each month.

## **IV. OVERSIGHT, APPROVAL & FUNDING**

- a. Vice Presidents or Division Heads are responsible for identifying eligible employees. Each department is strongly encouraged to review whether a cellular device is necessary, and to select alternative means of communication.
- b. Each Vice President or Division Head is responsible for determining employee cell phone or mobile device needs and assessing each employee's continued eligibility for a cell phone or mobile device stipend. This includes an annual review to determine continued eligibility of their employees.

- c. Stipends are funded by the eligible employee's department.

## **V. EMPLOYEES RIGHTS & RESPONSIBILITIES**

- a. The eligible employee is responsible for purchasing a cell phone or mobile device and establishing and maintaining service with the cell phone service provider of his/her choice. The cell phone or mobile device contract is in the name of the eligible employee, spouse, or family member. Friends and family plan contracts are also acceptable. The employee / family member account holder is solely responsible for all payments to the service provider.
- b. To the extent allowed by law, the stipend provided is not considered taxable income.
- c. The eligible employee can use the phone or mobile device for both business and personal purposes, as needed.
- d. The eligible employee must comply with all WIT technology and related responsible use of information resources policies.
- e. If the employee terminates their cell phone or mobile device service plan at any point, s/he must notify his/her supervisor within 5 business days to terminate the stipend.
- f. The university does not accept any liability for claims, charges or disputes between the cell phone or mobile device service provider and the eligible employee.
- g. Cell phone or mobile device apps, additional services, and solutions such as cloud storage, data sessions, etc. and any related fees are the responsibility of the employee and will be included in the monthly stipend.
- h. Requests for these apps, additional services and solutions should be directed to the employee's cell phone or mobile device service provider and not the WIT Department of Technology Services.

## **VI. CANCELLATION OR REDUCTION OF STIPEND**

- a. Any stipend will immediately cease or be reduced if:
  - i. An employee's employment with the university terminates.
  - ii. An employee's Vice President or Division Head determines he/she is no longer eligible for the stipend.
  - iii. The eligible employee no longer has a cell phone or cell phone service plan.
  - iv. The university decides to eliminate or reduce the stipend.
  - v. The eligible employee uses the cell phone or mobile device in any manner contrary to local, state, or federal laws or university policy.
  - vi. If the employee receiving the cell phone or mobile device stipend proves to be persistently non-contactable or is persistently non-responsive via cell phone calls, texts and/or emails, this will be considered grounds for eliminating their cell phone or mobile device stipend.