

CELL PHONE STIPEND POLICY

Policy:

Employees who hold positions that include the need for a cell phone (see eligibility criteria below) may receive a stipend to reimburse for business-related costs incurred when using their personally owned cell phone. It is recognized that in today’s world most people have personally owned cell phones that occasionally may be used for business purposes. The stipend will be considered a non-taxable fringe benefit to the employee. The College will review and set the amounts to be provided for stipends and reimbursement on an annual basis.

Scope:

Employees whose job duties routinely include the need for a cell phone may receive a monthly stipend to cover business-related costs. An employee is eligible for this stipend if at least one of the following criteria is met:

- The job function of the employee requires considerable time outside of their assigned office or work area and it is important to the college that they are accessible during those times;
- The job function of the employee requires them to be accessible outside of scheduled or normal work hours;
- The employee is designated as a “first responder” to emergencies on campus

General Procedure:

1. If an employee meets the eligibility requirements as outlined above a stipend may be requested using the Cell Phone Stipend Agreement form which needs to be sent to Human Resources. Once approved the stipend amount will be paid bi-weekly through payroll. **The stipend will be \$25 per month (\$11.54 per pay period based on 26 pay periods in a year).** The college reserves the right to revise or cancel the plan at its sole discretion.

The stipend does not constitute an increase to base pay, and will not be included in the calculation of percentage increase to base pay due to annual raises, job upgrades, bonuses, benefits based on a percentage of salary, etc.

2. Individual departments and department heads are responsible for identifying employees who meet the eligibility requirements described above. The department head is responsible for, at least annually, reassessing each employee’s continued need for a cell phone stipend.

Stipends are funded by the department submitting the request.

3. The employee is responsible for purchasing a cell phone and establishing a service contract with a service provider of their choice. The cell phone contract is in the name of the employee, who is solely responsible for all payments to the service provider.

St. Norbert does not accept any liability for claims, charges or disputes between the service provider and the employee. Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the cell phone stipend.

4. The employee is responsible for attesting to related necessary business use. The employee must submit to Human Resources all pages of their latest monthly billing statement when the stipend begins and then each August to verify that the stipend is spent on this resource. The employee also must keep (or have access to) monthly invoices for a two-year period so they can be produced upon request by either the College or the Internal Revenue Service.
5. In certain circumstances, the college may own and retain a limited number of cell phones for emergency, disaster recovery, and/or other business purposes. Requests for college-owned cell phones must be approved by the division's Vice President. Employee use of this limited pool of college-owned cell phones is restricted to official college business only. All costs associated with the college-owned device, including equipment and monthly service, will be charged back to the requesting department.
6. Any stipend agreement will immediately be canceled if an employee receiving a cell phone stipend terminates employment with the college. Also, the stipend will be canceled if an employee changes jobs within the college. The supervisor must notify Human Resources immediately. In the case of a change in job a new Cell Phone Stipend Agreement must be submitted to Human Resources to establish the continued business need for the cell phone stipend and support of the non-taxation of this benefit.