

OFFICE OF INFORMATION TECHNOLOGY

Policies and Procedures Manual

1.4. Cellular Phone Procurement and Usage Policy

1.4.1. Approval and adoption

- 1.4.1.1. Approved by the Chief Information Officer and Executive Vice President and adopted effective 3/9/2004.
- 1.4.1.2. Modified to eliminate the use of most University-issued cell phones and move instead to a taxable stipend to University employees who are required, by virtue of their role at the University, to carry or use a personal cell phone or make calls on University business off campus. Approved by the Chief Information Officer and Executive Vice President and adopted effective 5/3/2007.
- 1.4.1.3. Modified to clarify stipend sign-off procedure and annual review of stipends. Approved by the Chief Information Officer and Executive Vice President and adopted effective 3/20/2008.
- 1.4.1.4. Modified to restrict the use of cellular phones for University business while driving to be in compliance with California Legal Code. Approved by the Chief Information Officer and Executive Vice President and adopted effective 7/1/2008.
- 1.4.1.5. Updated to update naming of ULV to La Verne. Reviewed and approved by the Chief Information Officer, Interim Chief Human Resources Officer, and the Vice President for Facilities & Technology Services and adopted effective 11/1/2017.

1.4.2. Purpose

- 1.4.2.1. To provide guidelines for the authorization of monthly (taxable) stipends to employees who are required to carry a cell phone by the University to perform their job.
- 1.4.2.2. To provide an alternative to requiring employees to carry both a University of La Verne and a personal cell phone.

1.4.3. Policy

- 1.4.3.1. University-issued cell phones may be authorized if the phone is not assigned to a University employee (student residence hall

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coordinators) or is available for multiple employees to use on shifts/on-call (Campus Safety, Facilities).

1.4.3.1.1. University issued cell phones must be authorized by the appropriate Vice President.

1.4.3.1.2. All calls made on these phones will have all activity logged, capturing various elements (e.g. the caller, date, time).

1.4.3.2. The University can provide or issue cell phones to individual employees, with appropriate Vice President approval.

1.4.3.3. **Employees who, for purposes of mobility, are required to carry a cell phone to conduct University business** during the workday (or need to make University-related calls after hours and away from their workplace), shall be issued a monthly stipend:

1.4.3.3.1. Individuals whose primary business-related need for a cell phone is to make **external** phone calls to non-University of La Verne individuals and have only incidental internal incoming and outgoing calling needs (e.g. Recruiters, Executives), may be paid a stipend to cover those calls, regardless of cell phone vendor (Verizon Wireless, Sprint, Cingular, etc). Stipend amounts will depend on the expected volume of calls the individual will be required to make as part of his/her job.

1.4.3.3.1.1. Stipends will be as follows (taking into account the individual does not necessarily have to use or carry a cell phone for University purposes – University desk phones, calling cards, home phones, and personal cell phones can be used to make the calls):

1.4.3.3.1.1.1. Incidental use (up to 450 minutes) \$35/month

1.4.3.3.1.1.2. Regular use (451-900 minutes) \$47/month

1.4.3.3.1.1.3. Heavy use (901-1,350 minutes) \$66/month

1.4.3.3.1.1.4. Very heavy use (>1,350 minutes) \$85/month

1.4.3.3.1.2. Employees receiving stipends for external calling who leave the employ of the University will cease to receive the stipend. The employee will be responsible for any cell phone plan termination costs unless they can show

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that no personal calls were made using the cell phone at any time they were receiving a stipend.

1.4.3.3.2. Individuals whose primary business-related need for a cell phone is to make **internal** phone calls within the University network (e.g. Technicians, Facilities personnel), will be **required** to add a personal line to the push-to-talk cell phone provided by the University in order to receive a stipend. This requirement is to reduce costs by having all internal calling with the same vendor, which is generally free as part of the negotiated contract. Stipend amounts will vary depending on whether the employee is required to make more than incidental outside calls and/or receive text messages:

1.4.3.3.2.1. Stipends will be as follows (taking into account the individual **must** carry a cell phone for University purposes):

1.4.3.3.2.1.1. Internal calls only \$10/month

1.4.3.3.2.1.2. Internal/external calls and texting \$20/month

1.4.3.3.2.1.3. Individuals may also be reimbursed for activation fees if such a fee is charged.

1.4.3.3.2.2. Employees (required by their job to carry a cell phone for internal calling purposes) who leave the employ of the University will cease to receive the stipend and the University will refund the employee the cost for early termination of their cell phone plan if the employee chooses to terminate the plan at time of separation.

1.4.3.3.3. Annual reviews will be conducted by the Executive Vice President (administrative stipends) and the Provost (academic stipends) during the budget review period to determine whether individuals are still eligible to receive a monthly cell phone stipend.

1.4.3.4. University-issued cell phones may be authorized if the phone is not assigned to a University employee (student residence hall coordinators) or is available for multiple employees to use on shifts/on-call (Campus Safety, Facilities).

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- 1.4.3.5. As per California Legislation, as of July 1, 2008 University employees are prohibited from using **handheld** wireless phones while driving. Furthermore, although California law permits the use of “**hands free devices**” while driving, the University prohibits their use for University business while driving, since a study by the Insurance Institute for Highway Safety concluded that “drivers using cell phones while driving are four times as likely to get into crashes serious enough to injure themselves”. Employees should pull over and park their vehicles to take or place University-related calls.

1.4.4. Procedure

- 1.4.4.1. To request a University of La Verne cellular phone stipend, send a written request showing budget manager approval to your Senior Manager, who will then forward it to Human Resources for processing. The request should indicate whether the request is for an external calling stipend or an internal-calling stipend. The request should also detail the need for the stipend and the employee’s need to be contacted or make calls regardless of time, day, and their geographical location.

1.4.5. Enforcement

- 1.4.5.1. Violations of any part of this policy may result in disciplinary action as prescribed by University policies and procedures.