

OFFICE OF INFORMATION TECHNOLOGY (OIT)

Policies and Procedures Manual

1.4. Cellular Phone Procurement and Usage Policy

1.4.1. Purpose

- 1.4.1.1. To provide guidelines for the authorization of monthly (taxable) stipends to employees whose duties require them to carry a cell phone by the University to perform their job.
- 1.4.1.2. To provide an alternative to requiring employees to carry both a University of La Verne and a personal cell phone.

1.4.2. Policy

- 1.4.2.1. 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).
 - 1.4.2.1.1. University issued cell phones must be authorized by the appropriate Cabinet member.
 - 1.4.2.1.2. All calls made on these phones will have all activity logged, capturing various elements (e.g. the caller, date, time).
- 1.4.2.2. The University can provide or issue cell phones to individual employees, with appropriate Cabinet member approval.
 - 1.4.2.3. **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:
 - 1.4.2.3.1. 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), may be paid a stipend to cover those calls, regardless of cell phone vendor.

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1.4.2.3.1.1. 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, home phones, and personal cell phones can be used to make the calls):

1.4.2.3.1.1.1. Voice calls only - \$30/month

1.4.2.3.1.1.2. Voice and data calls - \$60/month

1.4.2.3.3. Each manager or supervisor whose employees receive a stipend or University provided cell phone, must review the need annually during the annual review process. The Provost or designee (academic stipends) will also review annually during the budget review period to determine whether individuals are still eligible to receive a monthly cell phone stipend.

1.4.2.4. 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).

1.4.2.5. As per California Legislation, University employees are prohibited from using **handheld** wireless phones while driving.

1.4.3. Procedure

1.4.3.1. 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 must justify the need for a stipend or phone. 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.

1.4.4. Enforcement

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

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1.4.5. Approval and adoption

- 1.4.5.1. Approved by the Chief Information Officer and Executive Vice President and adopted effective 3/9/2004.
- 1.4.5.2. 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.
- 1.4.5.3. 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.
- 1.4.5.4. 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.
- 1.4.5.5. 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.
- 1.4.5.6. Updated terminology and technologies and move approvals to the end of document. Reviewed by Senior Directors of Infrastructure and Enterprise Applications, and CIO and adopted effective 7/1/2020.
- 1.4.5.7. Reviewed by AVPs of Infrastructure and Systems, Enterprise Applications, and CIO with no changes made as of 7/1/2023.