

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT: Mobile Communications Policy****EFFECTIVE DATE: May 14, 2001/Revised : Nov. 2005, Sept. 2007 : January 21, 2010**

The Mobile Communications Policy will be consistent with and not supersede other Southwest Tennessee Community College policies, including the Information Systems “Acceptable Usage Policy 4:00:00:00/5.”

**A. General**

1. This policy covers the acquisition, deployment, and management of mobile communication services which includes: cellular telephones; two-way radios; network services for personal digital assistants (PDAs); and any other commercial wide area mobile communication service. **Also refer to Mobile Computing Device Policy No. 4:02:10:02/26.**
2. In general, mobile telephones (i.e., handsets connected to a commercial cellular telephone service such as Nextel, Cingular, or Verizon) may be assigned to employees by virtue of their position (e.g., senior staff) or according to the nature of their work (e.g., Campus Police, Physical Plant, etc.). College-provided cellular telephones are intended for business use. In accordance with IRS documentation requirements, departments must retain cellular telephone bills and be able to distinguish between business and personal use. To reduce the administrative burdens associated with tracking business and personal use, this policy allows employees also to select a taxable allowance for cellular telephone service or seek reimbursement for business calls that are infrequently made.
3. Two-way radio service (i.e., handsets connected to a commercial relay service such as Nextel or Railcom for person-to-person communication) may be generally provided to employees for whom the nature of their work requires wide mobility but with no need of telephone services.
4. Generally, mobile communications resources will not be deployed to students, contract employees, part-time temporary personnel, and adjunct faculty; exceptions may be granted when compelling circumstances can be clearly demonstrated.

**Source of Policy:** Revision

**Related Policy:** N/A

**Approved:** \_\_\_\_\_  
**President**

**Responsible Vice President for**  
**Administrator:** Information Services

**TBR Policy Reference:** N/A

**TBR Guideline Reference:** N/A

**Date:** January 21, 2010

**B. Guidelines for Deployment**

1. College faculty and staff who require mobile communications service must submit a written request using the “Mobile Communications Equipment Request,” Attachment A. The application must include justification for the service. The justification for mobile communications must demonstrate a clear connection to the user’s job responsibilities.
2. In consultation with the immediate supervisor and the cognizant vice president, a decision will be rendered allowing the user to select a service plan, optional accessories and any other details based on expected usage. The plans available are as follows:

**Taxable Allowance Option for Cellular Telephones**

To reduce the administrative burdens associated with tracking business and personal use of college-provided cellular telephones, authorized employees have the option of selecting a taxable allowance for cellular telephone service. Under this option, College payment or reimbursement for cellular telephone service will be reported as taxable income on the employees W-2 form. No record keeping of business and personal use is required for College purposes. Record keeping requirements or review procedures may be established at the department level.

**Reimbursement for Business Calls on Personal Cellular Telephones**

If the business use of a cellular telephone is infrequent, or if the personal use exceeds business use, the department should require the employee to provide his/her own cellular telephone and submit reimbursement requests for business calls. A copy of the cellular telephone bill, detailing the individual calls to be reimbursed, must accompany the reimbursement request. The reimbursement amount is to be computed based on business use as a percentage of total use.

For example, assume that an employee has a personal cellular telephone plan that provides 500 minutes a month for \$60, total use for the month is 300 minutes, and business use for the month is 100 minutes. Under these assumptions, the College would reimburse the employee \$20 for his/her business use ( $\$60 * 100/300 = \$20$ ).

**Personal Use of College-Provided Cellular Telephones**

College-provided cellular telephones are intended for business use. In accordance with IRS documentation requirements, departments must retain cellular telephone bills and be able to distinguish between business and personal use.

For purposes of this policy, personal use of a College-provided cellular telephone of up to 10 minutes per month will be considered “de minimis” and will not require reimbursement to the College. However, if personal use exceeds this de minimis threshold, the employee must reimburse the College for all of his/her personal use. If an employee exceeds the total monthly plan minutes, the employee must reimburse the College for his/her percentage of personal use, plus any overage charges associated with personal use. If an employee incurs roaming (out-of area) charges on a College provided

cellular telephone, he/she must reimburse the College for any such charges associated with personal calls. Reimbursements to the College for personal cellular telephone use should be made on a monthly or quarterly basis.

Illustrative examples of this policy appear below.

**Example 1:** Assume that an employee has a College-provided cellular telephone plan that provides 500 minutes a month for \$60, total use for the month is 300 minutes, and personal use for the month is 100 minutes. Under these assumptions, the employee would reimburse the College \$20 for his/her personal use ( $\$60 * 100/300 = \$20$ ).

**Example 2:** Assume that an employee has a College-provided cellular telephone plan that provides 500 minutes a month for \$60, total use for the month is 600 minutes, and personal use for the month is 200 minutes. Also assume that minutes in excess of the plan limit incur an additional charge of \$0.25 per minute. Under these assumptions, the employee would reimburse the College \$37 for his/her personal use ( $\$60 * 100/500 + 100 * \$0.25 = \$37$ ).

**Example 3:** Assume that an employee has a College-provided cellular telephone plan that provides 500 minutes a month for \$60, total use for the month is 600 minutes, and personal use for the month is 50 minutes. Also assume that minutes in excess of the plan limit incur an additional charge of \$0.25 per minute. Under these assumptions, the employee would reimburse the College \$12.50 for his/her personal use ( $50 * \$0.25 = \$12.50$ ).

**Example 4:** Assume that an employee has a College-provided cellular telephone plan that provides 500 minutes a month for \$60, total use for the month is 300 minutes, and personal use for the month is 100 minutes. Also assume that the employee incurs \$30 for roaming (out-of-area) charges, \$25 of which is related to personal calls. Under these assumptions, the employee would reimburse the College \$45 for his/her personal use ( $\$60 * 100/300 + \$25 = \$45$ ).

3. Acquisition for all approved mobile communication resources will be coordinated by the Infrastructure Services Department of the Information Systems Division.
4. All costs associated with mobile communications equipment will be the responsibility of the department ordering the equipment. Such costs include but are not limited to the following: equipment acquisition, service initiation, monthly fees for mobile service, per-minute cost of calls in excess of the calling plan allocation, maintenance and repair of equipment, programming and replacement of lost or stolen equipment.
5. Monthly billing detail for mobile communication services will be reviewed by Infrastructure Services for the level and characteristics of usage, equipment charges, and any other costs. Exceptions will be referred to the user's supervisor and cognizant vice president. Exceptions include but are not limited to the following: personal calls; excessive use of billable services such as directory assistance; exceeding assigned minute plan; and unauthorized equipment or accessory acquisition. All exception cases shall be resolved by user's supervisor; in the event of a dispute, the cognizant vice president shall

be consulted. Should the dispute continue, the matter shall be referred to the president for final disposition.

6. Users who exceed assigned service plan limits for college business shall consult with their supervisor, cognizant vice president, and Infrastructure Services representative to determine if any change to the assigned plan is warranted. Any change in minute plan, services, equipment, or accessories shall be approved by the cognizant vice president.
7. Repeated or egregious abuse of college-supplied mobile communications resources will be referred to the president through the appropriate chain of command for review and possible disciplinary action.
8. Holders of mobile communications equipment may be asked to re-submit justification for assigned resources on an annual basis.

All users of Southwest Tennessee Community College computer and telecommunications resources are expected to read and abide with the Information Systems Acceptable Computer Usage Policy 4:00:00:00/5.

## Attachment A: Mobile Communications Equipment Request

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

Department: \_\_\_\_\_ Index No.: \_\_\_\_\_

Campus: \_\_\_\_\_ Building: \_\_\_\_\_ Room No.: \_\_\_\_\_

Office Phone: \_\_\_\_\_ New Service \_\_\_\_\_ or Change to existing \_\_\_\_\_

Type of Service Needed: \_\_\_ Two-way Radio \_\_\_\_\_ Mobile Telephone

For mobile telephone, Calling Plan \_\_\_\_\_ Minutes

Justification for Service : \_\_\_\_\_  
\_\_\_\_\_

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

**Employee\*** \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Dean or Director: \_\_\_\_\_ Date: \_\_\_\_\_

Information Systems \_\_\_\_\_ Date: \_\_\_\_\_  
Representative

Vice President or \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Vice President

**For Telecommunications Department**

Equipment Assigned: \_\_\_\_\_ Mobile No. (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_

***\*I have read a copy of the policy and I agree to adhere to it.***