

Smartphone and Cell Phone Stipend Policy

January 1, 2014

Policy/Procedure

Purpose

Dickinson College recognizes the need for a number of its employees to possess cell phones and smartphones to facilitate immediate communication. At the same time it recognizes that these devices are used for personal as well as business purposes. The college therefore provides a program to support the use of cell phones and smartphones in connection with conducting the operations of the college that defrays the cost of purchasing and operating these devices.

Eligibility

The following categories of Dickinson College employees are eligible for this program:

- Employees responsible for providing emergency support and backup of mission critical operations and systems.
- Employees who are on call after normal business hours and who must be contacted without delay.
- The President, Dean and Provost, Vice Presidents, General Counsel and Chief of Staff and Secretary of the College.
- Employees who travel off campus for extended periods as a normal part of their positions and who need continuous access to employees and systems on the Dickinson College campus.

Process

Requests for support from this program are made by supervisors and conveyed to their senior officer. The senior officer determines whether the request meets the eligibility requirements defined in this policy.

If a request is approved, the employee who will receive the support must follow this process.

Purchases

1. The employee determines in conjunction with his or her department which cell phone or smartphone he or she wishes to purchase. In the case of smartphones, the employee confirms that the device will at a minimum integrate with the college's Exchange server to provide access at least to Outlook email and calendaring services. The department may specify additional technical requirements.
2. The employee purchases the device and enters into an agreement with the cell phone or smartphone provider. The employee is responsible for this transaction and the college is not a party to the agreement.
3. The employee presents a receipt for the device that includes the device's purchase price, if any, to his or her department for reimbursement at the level of support defined this policy.
4. The employee informs his or her supervisor of the telephone number of the device. If this number changes, it is the responsibility of the employee to inform the supervisor.

5. The department sends a copy of the receipt for the cell phone or smartphone to Financial Operations for payment to the employee at the level of support defined in this policy and it provides the Banner account number of the departmental budget from which the payment will be made.

In the event that an employee's department decides to cease support for a device, the employee will be compensated for the monthly charges at the same level provided by the college for other similar devices for the duration of the service agreement under which the device was purchased.

Stipends

1. The employee confirms that the cell phone or smartphone will at a minimum integrate with the college's Exchange server to provide access at least to Outlook email and calendaring services. The department may specify additional technical requirements.
2. The employee informs his or her supervisor of the telephone number of the device. If this number changes, it is the responsibility of the employee to inform the supervisor.
3. The department informs Financial Operations that the stipend is to be added to the employee's compensation as a taxable benefit and it provides the Banner account number of the departmental budget from which the stipend is to be paid.

In the event that an employee's department decides to cease support for a device the employee will be compensated for the monthly charges at the same level provided by the college for other similar devices for the duration of the service agreement under which the device was purchased.

In the event that an employee leaves the college, support from the stipend program ceases. In this event the employee may either keep the cell or smartphone and pay for the device or the college will, upon presentation of a receipt, compensate the employee for the cost of the early termination of the support agreement.

Levels of Support

The policy defines the following levels of support:

Purchase of a Cell Phone or Smartphone

- 50% of the purchase price, up to a maximum of \$100, upon presentation of a receipt. This support is provided once every two years, assuming that the employee continues to be eligible for the program and the senior officer continues to approve the employee's participation in this program.

It should be noted that the college is not responsible for lost, damaged, or stolen cell phones and smartphones. The employee is responsible for replacing these devices at his or her expense.

This support is not offered in the case of purchases made before the effective date of this policy.

Monthly Charges

- \$25 a month for cell phones.
- \$50 a month for smartphones.

The monthly stipends will be added to the employee's pay check and will be treated as taxable income.

The employee is free to add services, media and features to his or her cell phone or smartphone at his or her own expense, however, the college's support will not exceed the levels defined in this policy.

This support is may be approved for devices purchased before the effective date of this policy.

Review

The support provided to employees is subject to review by the senior officer responsible for the employee's department. Changes in employment status, reassignments and moves of employees between the divisions of the college, and job functions may affect continued eligibility for this program.

Support

Dickinson College assumes no responsibility for supporting devices purchased and used under this program. The employee bears sole responsibility for supporting devices obtained through this program by working with the cell phone or smartphone provider.

Vendor Discounts

A number of cell phone and smartphone vendors offer discounts to Dickinson College employees. Employees are encouraged to inquire into such discounts when shopping for these devices and to contact the LIS Help Desk for additional guidance.

Related Information

History/Revision Information

Responsible Division/Office:

Effective Date: January 1, 2014

Last Amended Date: November 13, 2013

Next Review Date:

Also Found In: