

College Procedure: 700.6 – Kirkwood Cell Phones

Policy Reference: 700 – IT Operations
Responsible Department: Information Technologies
Approval Authority: Cabinet
Procedure Owner: Vice President, Information Technologies
Effective Date: 11/21/2011

Version Number: 2
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

This procedure provides requirements and guidelines for cell phone use and fees.

The Procedure

The College supplies cell phones to administrators and their designees. Administrators are responsible for continuous evaluation and monitoring of cell phone usage to ensure compliance with this procedure.

Cell phone assignments are approved by the requester's supervisor as well as Cabinet member, and communicated to the cell phone coordinator through the completion of the "Cell Phone Request" form.

The following guidelines will be used for college cell phones (not stipend phones):

- The cell phone coordinator will coordinate all cell phone contracts, upgrades or repairs.
- Any cell phone in need of repair, damaged, or lost must be reported to the cell phone coordinator immediately and if negligence is determined, the cost may be charged to the user. Any unauthorized use of equipment may be charged to the assigned user.
- Invoices of monthly usage will be available for review by the user. The immediate supervisor, Cabinet member or business office may also complete a periodic review.
- Personal call charges will be reimbursed to the College by payroll deduction at three levels, as declared by the user for:
 - No personal usage \$0 charge
 - Minimal monthly personal usage at \$7/Month
 - More frequent personal usage at \$14/Month
- The Cabinet member or designee will review consistent excessive usage fees.

- Kirkwood maintains an IRS non-accountable plan for cell phone charges. Payment will be made via payroll and taxed.
- The invoices are paid from the Telecom budget and charged to the employee’s department.

Cell Phone Stipend

Employees may opt to receive a stipend instead of a college cell phone. Kirkwood offers cell phone reimbursement for eligible employees, through a non-accountable plan, as defined by the IRS. The stipend is paid via payroll each month as a taxable benefit.

A “Cell Phone Stipend Request” form is completed by the employee and the personal cell phone number of the employee will be provided to Telecom Services. This number is published in the staff and faculty directory. Employees are reimbursed \$23.99, the amount of a monthly plan charged by US Cellular.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	11/21/2011	Jon Neff, Vice President, Technology Services	New procedure
2	09/04/2019	Cabinet	Procedure template