

	FGCU POLICY 3.014	Responsible Unit: Information Technology Services (ITS) Voice Services
	Cell Phone	

A. POLICY STATEMENT

Cell phones are part of the technology resources available to support the University’s business operations, as well as, instruction, research and service missions, administrative functions, and student and campus life activities. The University will make every effort to ensure that the provision of cell phone allowances to University employees is done in accordance with federal tax regulations.

B. REASON FOR POLICY

The purpose of this Policy is to provide guidance to University Units when providing cell phone allowances or University-owned cell phones to University employees in support of the employees’ position requirements.

C. APPLICABILITY AND/OR ACCOUNTABILITY

University Units providing allowances or University-owned cell phones to University employees for University business.

D. DEFINITION OF TERMS

Unit: All divisions, departments, and colleges at the University.

E. PROCEDURES

1. Option 1 – Monetary Allowance for Employee Owned Cell Phones
 - a. This option provides an employee that requires a cell phone with a taxable allowance towards the acquisition and monthly service charge of a cell phone. This is the preferred method of receiving cell phone service when it is required for job duties as it eliminates the need for record keeping by the Unit. It also eliminates the costly practice of cell phone invoicing and chargebacks. An allowance will be provided to the employee at the maximum rate of twenty-five dollars (\$25) bi-weekly. This allowance is intended to supplement the cost of procuring a cell phone and the monthly service charge. The allowance will not be considered part of the employee’s base salary.

- b. Any service contract entered into by the employee for the acquisition and operation of a cell phone is personal to the employee. A cell phone acquired by this method is the personal property of the employee and may be used in any way the employee considers appropriate. The University has no obligation or makes no guarantees with respect to such contracts. Technical support and service will be the responsibility of the employee. The cell phone allowance may be changed or withdrawn by the Unit at any time.
- c. A Unit head is required to:
 - 1) Determine if an employee requires a cell phone based on their job description or if one (1) of these criteria are met:
 - a) the employee can support Unit work or customer service activities if the employee can address an inquiry while away from their desk or outside of normal business hours with the use of a cell phone; or
 - b) the employee is classified as an administrative and professional (A&P) employee or on an exceptional basis for on-call support personnel (SP) employee.
 - 2) Complete a cell phone allowance form to initiate the cell phone allowance.
 - 3) Secure adequate budget to cover cell phone allowances.
- d. An employee is required to:
 - 1) Not receive more than one (1) cell phone allowance from the University;
 - 2) Maintain the cell phone in working order at all times while covered under this allowance;
 - 3) Notify their Unit head immediately if they cancel a cell phone plan for which they receive an allowance;
 - 4) Install any software/apps on their phones as necessary to perform their work with the use of a cell phone; and
 - 5) Retain all University messages (e.g. IM, texts, etc.) in accordance with the State's Records Retention Schedule. This includes responding to public records requests.

2. Option 2 – University Provided Cell Phones

This option provides University-owned cell phone equipment and service to employees when a cell phone is considered a necessary business device to carry out an employee's

duties as determined by the Unit head and a division Vice President. This is the preferred method for providing service that is associated with a very specific University business function (e.g. University Unit work order ticketing software) and is for University business only. The Unit shall request equipment and service from Information Technology Services (ITS) by contacting the University Help Desk. ITS will chargeback the department for the monthly service plan selected, plus ten percent (10%) overhead each month. Itemized invoices will be available online through the carrier(s) web portal(s) which the Unit can retain for its business records and must be retained consistent with FGCU Policy 3.032, Records Management.

Authority

BOG Regulation 1.001, University Board of Trustees Powers and Duties

History of Policy

New 10/03/07; Amended 02/01/21

APPROVED:

*s/Michael V. Martin
Michael V. Martin, President

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Date