

	<b>Florida Gulf Coast University</b> Policy Manual	<b>Policy: 3.014</b> <i>FKA Policy: 3.51</i> Approved 10/03/07
	<b>Title</b> <i>Florida Gulf Coast University</i> <i>Cell Phone Policy</i>	<b>Responsible Executive:</b> <i>Vice President</i> <i>Administrative Services</i> <b>Responsible Office:</b> <i>Telecommunications</i>

**POLICY STATEMENT**

Florida Gulf Coast University (FGCU) is adopting this new cell phone policy to provide guidance on options that university departments have in providing cell phones to employees and the responsibilities everyone has with regard to the use of cell phones.

**REASON FOR POLICY**

This policy is being established in accordance with IRS cell phone guidelines (IRS Section 274(d)(4)). The creation of this policy will reduce record-keeping requirements to the University

**WHO SHOULD READ THIS POLICY**

Faculty, A&P, and USPS employees, using a cell phone for business related purposes, should be familiar with the provisions of this policy.

**PROCEDURES**

**Option 1 – Monetary Allowance for Employee Owned Cell Phones.**

This option provides employees that require cell phones with a taxable allowance for the acquisition and monthly service charge of a cell phone. This is the preferred method of providing cell phone service when it is required for job duties as it eliminates the need for detailed record keeping required by the IRS and State Auditors. It also eliminates the costly practice of cell phone invoicing, chargebacks and processing employee reimbursements. The cost of procuring a cell phone and the monthly service charge will be provided to the employee as a taxable allowance at the rate of \$25 bi-weekly. The allowance will not be considered part of the employee’s base salary.

A cell phone acquired by this method is considered to be the

personal property of the employee and may be used in any way the employee deems appropriate. Any service contract entered into by the employee related to the acquisition and operation of a cell phone acquired by this method is personal to the employee. FGCU will have no obligation or make any guarantees with respect to such contracts. Technical support and service will be the responsibility of the cell phone owner. For cell phones that access University resources such as email, the University may maintain a list of suggested providers and proven devices for which some assistance and support is available. The cell phone allowance may be changed or withdrawn by the department head at anytime.

Department heads are required to:

- Determine if an employee requires a cell phone based on their job description or if one of these criteria are met:
  - The university can realize productivity and/or customer service gains if the employee can answer a cell phone while away from their desk
  - The university can realize productivity and/or customer service gains if the employee can answer a cell phone during off hours if they are an A&P employee or an on-call USPS employee.
- Complete a cell phone allowance form to start/stop an employee's allowance
- Obtain approval from Division VP for special circumstances to pay an allowance more than \$25 bi-weekly (e.g. data and email service, extensive minute plans)
- Secure adequate budget to cover cell phone allowances

Employees are required to:

- not receive more than one cell phone allowance from the university;
- maintain cell phone in working order at all times while covered under this allowance; and
- notify the department head immediately if they cancel a cell phone plan for which they receive an allowance.

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**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 department head and a Division VP. This is the preferred method for providing service that is associated with a very specific university business function (e.g. push-to-talk, shared on-call cell phone). It is expected that this option will be limited in use. A cell phone acquired by this method is considered university property and is for university business only. The department shall request equipment and service from telecommunications utilizing the current provider under contract. Telecommunications will chargeback the department plus 10% overhead. Itemized invoices will be provided which are to be used by the department for documenting compliance.

In the rare circumstance that an employee must place or receive a personal call on a university owned cell phone, the employee must reimburse the university for that call. The reimbursement rate shall be 25 cents per minute and must be made within 30 days after the department receives its cellular phone bill.

**Option 3 – Reimbursement for Business Calls on a Personal Cell Phone**

The employee shall use the reimbursement process for business calls made on a personally owned cell phone for which the employee does not receive a cell phone allowance. A cell phone invoice and documentation showing the business nature of the calls should accompany the reimbursement form. This method may be appropriate when an employee needs to make university business calls on a personal cell phone of an infrequent and/or emergency nature.

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**DEFINITION OF TERMS**

There are no definitions.

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**HISTORY**

This is the first policy to address the subject matter.

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**APPENDICES**

The FGCU Cell Phone Allowance Form, and the Employee Reimbursement Form are included as Appendices to this document.

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**APPROVED:**

s/Richard Pegnetter  
President

October 3, 2007  
Date

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ARCHIVED

Florida Gulf Coast University  
Cell Phone Allowance Form

**Action:** \_\_\_ New  
          \_\_\_ Change  
          \_\_\_ Stop

Effective date will be the first full pay period after receipt of this form in HR/Payroll.

**Recipients Name:**

**UIN:**

**Fund/Org:** \_\_\_\_\_ (source of expense dollars to be transferred to recipient's regular payroll fund/org)

**Cell Phone Allowance Recipient Agreement:**

I have read the FGCU Cell Phone Procedures, understand all obligations, understand that the allowance may be terminated at anytime and agree in full.

Recipient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Bi-weekly Allowance Amount** \$ \_\_\_\_\_ (Amount over \$25 requires justification and VP signature)

Justification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VP Signature (if required) \_\_\_\_\_ Date: \_\_\_\_\_

**Authorization and Routing:**

Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Office: \_\_\_\_\_ Date: \_\_\_\_\_

For use by HR only: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYEE INVOICE**

Florida Gulf Coast University  
10501 FGCU Blvd, South  
Fort Myers, FL 33965-6565

Please check one:  
 Mail Payment to street  
address below:  
 Call (name) \_\_\_\_\_  
(phone #) \_\_\_\_\_  
for pick up

**PAYEE INFORMATION**

\_\_\_\_\_  
Payee  
\_\_\_\_\_  
Non-campus Mailing Address  
\_\_\_\_\_  
City, State, Zip, Code

\_\_\_\_\_  
University ID Number  
\_\_\_\_\_  
FGCU Department Name Phone  
\_\_\_\_\_  
FGCU Department Index

Description of Goods or Services (Original Receipts must be attached)	Amount (Less tax)
<b>Reimbursement Total</b>	

**Authorization of Payment**

_____ Signature of Payee	_____ Title	_____ Date
_____ Supervisor Signature	_____ Title	_____ Date
_____ Finance & Accounting Approval	_____ Title	_____ Date

**A Written Justification stating the reason why a Purchase Order or Pcard was not used must be attached to this form for all payee invoices more than \$25.00**