

PIEDMONT VIRGINIA COMMUNITY COLLEGE
VIII – HUMAN RESOURCES / PERSONNEL POLICIES
VIII – 2.0 CELL PHONE STIPEND POLICY

Policy #:	VIII – 2.0
Effective:	September 13, 2010
Revised:	June 19, 2013 (effective 7/1/13)
Responsible Dept.:	Human Resources / VPFAS Office

I. GENERAL

Cellular phones and web-enabled devices have become an integral part of administrative operations and emergency response planning. In order to facilitate the conduct of administrative operations and enhance emergency preparedness, the college will provide a monthly stipend to designated employees who regularly use eligible personally-owned devices to conduct college business. Participation in this program by designated employees is optional.

II. ELIGIBILITY

Eligibility is limited to the following full-time college employees:

- President's Staff members
- Instruction and Student Services Council members
- Security Supervisor
- Facilities Manager
- Information Security Officer
- Marketing and Media Relations Manager
- Other full-time college employees approved by the President

In order to qualify for the monthly stipend, an employee must meet at least one of the following criteria:

- The employee's position requires that the employee be immediately accessible
- The employee's position requires that a substantial portion of the employee's time is spent off-campus or in travel status
- The college Continuity of Operations Plan (COOP) designates the employee's position as essential
- The employee is required to carry a mobile communications device (unless one is provided by the college)

All stipend requests must be approved by the employee's supervisor, the appropriate executive staff member, and the President.

III. REQUIREMENTS

In order to qualify for a cell phone stipend, an employee must provide the college with the phone number of the eligible device. This phone number will be listed in college emergency response documents including the PVCC Continuity of Operations Plan and/or Annex and departmental phone trees used to reach college employees and convey information in emergency situations, as appropriate. In addition,

employees receiving a cell phone stipend are required to subscribe to the e2campus emergency notification system using the phone number of the eligible device. In order to meet this requirement, the device must be capable of receiving text messages and the text message feature must be enabled. An employee receiving a cell phone stipend may list the phone number of the eligible device as a second number (indicating that it is a cell phone number) on college business cards.

In that the eligible devices are personally-owned there are no restrictions on personal use. However, in order to receive the cell phone stipend, the eligible device must be available for business use and individuals receiving the stipend are required to maintain service at a level that assures that this requirement is met.

IV. PAYMENT OF STIPEND

The cell phone stipend is \$30 per month for cell phones (must include enabled text capability) and \$45 per month for web-enabled devices (must function as a cell phone and have text capability as well as web browsing capability and the ability to access college e-mail). No other expenses related to eligible devices (long-distance charges, charges related to texting, bandwidth charges, etc.) will be reimbursed.

Cell phone stipends will be paid through payroll. Cell phone stipends up to \$45 are no longer considered taxable income by the IRS.