

Mobile Device Allowance

Policy Procedure: Mobile Device Allowance

Procedure Number: 510P

Contact Information: HRAdmin@nvcc.edu

Forms: Mobile Device Allowance Request Form

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1. Purpose

To provide guidelines and procedures for requesting, approving, and managing mobile device allowances for employees whose job duties require mobile device communication. The allowance is intended to reimburse employees for the average business use of their personal mobile devices, not to cover the full cost of the device or service plan. All mobile device allowance costs are the responsibility of the employee's department.

2. Definitions

N/A

3. Procedure

A. Eligibility Criteria

Employees must meet **at least one** of the following criteria as reflected in the employee's Employee Work Profile (EWP) to qualify for a mobile device allowance:

- The position requires significant time outside the office (e.g., travel, meetings, conferences), and mobile communication is essential for maintaining business operations.
- The employee must maintain constant communication with customers.
- The employee must be immediately accessible for frequent business communication outside of regular working hours.
- The employee performs duties in environments that may pose immediate harm or danger (e.g., home visits to patients or clients).

B. Allowance Provisions

- The monthly mobile device allowance amount shall not exceed \$45.
- The allowance amount is non-taxable, in accordance with IRS regulations and the [Commonwealth Accounting Policy and Procedure \(CAPP\) Manual Topic No. 50535](#).
- The allowance is not considered wages for retirement contribution purposes.

- The allowance is paid through the College payroll system.
- The employee is responsible for purchasing the mobile device and service plan. The device is the employee's personal property. The College is not responsible for up-keep, maintenance, technical assistance, or replacement of the device.
- The choice of mobile device and carriers is at the discretion of the employee. The mobile device must meet the definition under VITA's *Enterprise Architecture Standard, Mobile Communication Use Technical Topic* (i.e., be a smart phone that is voice and data capable, not voice-only, in order to qualify and be deemed nontaxable).
- Allowances may be discontinued at any time without advanced notice by supervisors and/or Administrative Council members based on business needs or policy changes.

C. Request and Approval Process

Employees must complete the NOVA Mobile Device Allowance Agreement Form, including:

- Employee name, Employee ID, and position number
- Start and end dates
- Mobile phone number
- Confirmation of having read the VITA Mobile Communication Use Technical Topic

Supervisors must review and approve the request, ensuring the business need is documented and justified.

D. Short-Term Allowance Requests

If the business need for a mobile device stipend is short-term, employees may request a temporary allowance for a duration of no less than two (2) months and no more than eleven (11) months. The request must include a defined start and end date and be approved by the supervisor. This option is ideal for project-based assignments, temporary fieldwork, or seasonal responsibilities.

E. Employee Responsibilities and Conditions for Receiving Mobile Device Allowance

- Employees must be available for business communication during times specified by management.
- Employees must maintain an active and qualified mobile service plan and ensure the device is operational.
- Employees must notify the agency within 30 days if eligibility criteria are no longer met or if service is canceled.
- Failure to notify the agency may result in repayment of the allowance through payroll deduction.
- If the mobile device is lost, no longer active or no longer needed for job responsibilities, the employee must notify Human Resources.
- Employees who receive a mobile device allowance must use a password to protect the data on the phone and must notify the cell phone company and Human Resources immediately if the phone is lost or stolen.
- The College reserves the right to modify or remove the allowance at any time.
- Employees understand regular use of a mobile device for business-related transactions may result in additional compliance with the Freedom of Information Act (FOIA) and/or the Virginia

Public Records Act for records created and/or maintained on the mobile device.

- The monthly allowance is intended to aid in coverage for college business-related costs and not full payment for the service plan.
- The College assumes no responsibility for early termination of cell phone contracts.
- The employee must follow college Acceptable Use and Social Media policies.
- The employee must allow the number to be posted on appropriate phone lists.
- If the College uses mobile device security software, the employee will use that software for connections to NOVA or VCCS systems.

F. Review and Documentation

- Supervisors may periodically request documentation to verify continued business use.
- The completed and signed request form justifying the mobile device allowance as a business requirement must be retained by the Office of Human Resources.
- The agreement form must be renewed annually in July.

G. Cancellation

The allowance will be canceled if:

- The employee no longer meets eligibility criteria.
- The employee transfers to a position that does not require mobile communication.
- The employee leaves the College.
- At the College's discretion based on a change to policy or business operations.