

Cell Phone Stipend Policy

Policy Number: 510

Categorized: [Information Technology](#)

Responsible Office: VP of Instructional and Information Technology

Subject: Policies and procedures governing cell phone stipends

Related Policies: [Bring Your Own Device Policy](#), [Sensitive Data and Personal Storage Devices Policy](#), [DHRM Policy 1.75](#)

Procedures: [510P](#)

Additional Information: [Freedom of Information Act Applicability to Cell Phones \(Appendix A\)](#)

Effective Date: 02/28/2011

Last Reviewed Date: 05/18/2020

1. Scope

This policy applies to all NOVA employees.

2. Policy Statement

All cell phone stipends must be approved by the employee's Administrative Council member.

All cell phone stipend costs are the responsibility of the individual's department.

Cell Phone Stipends are limited to only those employees who meet at least one of the following criteria:

- a. The employee's job requires that they work regularly in the field and need to be immediately accessible
- b. The employee is responsible for critical infrastructure and needs to be immediately accessible at all times, even when not on an NVCC campus or site
- c. The employee travels and needs to be accessible or have access to information technology systems while traveling
- d. The employee frequently makes or receives calls after hours or on weekends

Cell phone stipends are only for those employees who meet the criteria and regularly use the cell phone for business purposes as described above. They are not for those who are just on-call or make occasional use of a cell phone.

The college may choose to provide a college-owned Cell Phone (rather than a Cell Phone Stipend) where it is impractical for the employee to use their personal cell phone for college business due to one of the following situations:

- a. The employee meets one of the criteria above, but is not expected to answer calls after hours or on weekends.
- b. The employee receives a high volume of vendor phone calls.
- c. The employee receives a very high volume of after-hours or weekend phone calls.
- d. Many of the calls are of long duration—especially after hours or on weekends.
- e. Other special situations require the approval of the VP for Instructional & Information Technology.

All those who receive a cell phone stipend or college cell phone are subject to the provisions of the College Cell Phone Program. The college assumes no responsibility for purchasing, repairing, or replacing any personal cell phone for an employee receiving a cell phone stipend.

3. Definitions

Stipend: a fixed periodic payment.

4. Procedures

See [510P](#).

5. Authority

NOVA Administrative Council (February 2011)