Policy Procedure: Cell Phone Stipends

Procedure Number: 510P

Contact Information: IT Business Operations (703) 323-3282

Forms: Cell Phone Stipend Request Form, Employee Acceptable Use Agreement, Employee Ethics Agreement

Last Reviewed Date: 03/15/2021

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1. Those who receive a Cell Phone Stipend agree to the following:
    a. If the wireless communication device is lost, no longer active, or no longer needed for job responsibilities, the employee must notify ITSS and Human Resources.
    b. Employees who receive a stipend for a smart phone must use a password to protect the data on the phone, and must notify the cell phone company and ITSS immediately if the phone is lost or stolen.
    c. The college reserves the right to modify or remove the stipend at any time.
    d. Aspects of the Freedom of Information Act (FOIA) or the Virginia Public Records Act may apply to smart phones.
    e. The monthly stipend allowance covers College business-related costs.
    f. The College assumes no responsibility for early termination of cell phone contracts.
    g. The employee must follow college Acceptable Use and Social Media policies.
    h. The employee must allow the number to be posted on appropriate phone lists.
    i. If the college employs mobile device security software, the employee will use that software for connections to NVCC or VCCS systems.
2. Requests for a Cell Phone Stipend
    a. Requests must be made on the Cell Phone Stipend Request Form to the Vice President of Information and Engineering Technologies and College Computing.
    b. Requests for Cell Phone Stipends require the approval of the employee's supervisor, Administrative Council member, and Vice President of Information and Engineering Technologies and College Computing.
    c. Administrative Council members will periodically review cell phone stipend recipients, and may cancel the stipend at any time.
3. Additional Cell Phone Stipend Information
    a. Stipend amounts assume the employee will take advantage of available state employee discounts offered by the cell phone companies.
    b. Stipend amounts include cell phone plans and devices, fees and taxes, and an amount for the tax due on the stipend.
    c. The stipend for wireless communication is paid through College payroll.
    d. Stipend rates will be reviewed regularly.
    e. The stipend will be considered taxable income.

f. If an employee receives a Cell Phone Stipend, the employee is responsible for purchasing the wireless communication device and service plan. The device is the employee's personal property.
g. The stipend is not considered part of base pay.
h. All stipends and college-owned cell phone costs are paid from department/unit budgets. Stipends may be discontinued at any time by supervisors and/or Administrative Council members at any time.
i. The choice of phone and carrier for college-owned Cell Phone is at the discretion of IT Support Services. The choice of phone and carrier for those receiving a Cell Phone Stipend is up to the employee. Currently, the college only commits to supporting the Apple iPhone.