

Policy Procedure: Cell Phone Stipends

Procedure Number: 510P

Contact Information:

Forms: [Cell Phone Stipend Request Form](#), [Employee Acceptable Use Agreement](#), [Employee Ethics Agreement](#)

Last Reviewed Date: 08/25/2015

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 - a. If the wireless communication device is lost, no longer active, or no longer needed for job responsibilities, the employee must notify ITSS and Human Resources.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 Instructional and Information Technology.
 - b. Requests for Cell Phone Stipends require the approval of the employee's supervisor, Administrative Council member, and Vice President of Instructional and Information Technology.
 - 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.