

University Policy 100.05
STIPENDS FOR WIRELESS COMMUNICATIONS

Responsible Administrator: Associate Vice President of Fiscal Affairs

Responsible Office: Office of Fiscal Affairs

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Authority: Office of the President

Policy Statement

It is the policy of Claflin University to ensure that University employees have necessary tools to communicate effectively and efficiently about University business.

Statement of Purpose

This policy establishes guidelines and standards for reimbursement to University employees for wireless communication (related to University business) which is not physically connected to the University's network.

Applicability

This policy is applicable to University employees (faculty, staff, and administrators) determined by management to be eligible for stipends for wireless communications used for University business. The assumption is that most employees also use wireless communication devices for personal calls.

Definitions

1. Wireless Communication Device - A device that transmits and receives voice, data, and/or text without being physically connected to the University's network. This definition includes but is not limited to devices such as cellular telephones, wireless internet services, wireless data devices, and cellular telephone/two-way devices.
2. Wireless Communications Stipend - A monthly monetary allowance for employees who use their wireless communication to also transmit University business. (This stipend does not constitute an increase in base pay, nor is it included in the calculation of percentage increases to base pay.)

Stipend Eligibility Requirements:

1. To qualify for the wireless communication stipend, the employee must have a University business need, defined and approved by the appropriate Vice President/Supervisor, that includes one or more of the following circumstances:
 - a) The duties of the position may lead to potentially dangerous scenarios and situations with no other acceptable or reliable means of alternative communications.

- b) The duties of the position require that the employee work regularly in the field away from land line communication and there is a need for immediate accessibility.
- c) The duties of the position are such that immediate emergency response is critical (executive, police, or emergency responder) or the employee is responsible for critical infrastructure or operational support and needs to be immediately accessible at all times (telecommunication, computer, or network responder).
- d) The duties of the position require a significant amount of travel during regular work hours or outside normal hours but related to official University business and access to information technology systems, which in the judgment of the university, render the employee more productive and/or the service the employee provides more effective.
- e) The duties of the position require response and decision making to life-threatening or public safety issues and situations.
- f) The duties of the position make it necessary that the employee be accessible to communicate with senior management at any time.
- g) The President of the University deems it necessary to ensure the flow of information and critical support of the University's mission.

Responsibilities of Employees Receiving a Stipend:

1. When a wireless communication stipend has been approved and provided to an employee for the conduct of official business, the employee must comply with the following:
 - a. The employee will provide the phone number to their supervisor or department head/chair within five days of activation and will be available for calls (in possession of the wireless communication device and have it turned on).
 - b. In most cases, the employee may select any wireless carrier whose service meets the requirements of the job responsibilities as determined by the supervisor or department head. The department head and Associate Vice President of Information Technology will work together to determine carrier requirements if problems arise or circumstances exist that require a specific carrier/technology be used.
 - c. Employees must inform their supervisor immediately when the eligibility criteria are no longer met or within 5 working days if the wireless service has been cancelled.
 - d. Management may periodically request that employees provide a copy of the first page of the phone bill in order to verify an authorized and active wireless phone plan. Management may also periodically request documentation of substantial business use. At minimum, documentation is required when initially applying for the stipend and annually when the stipend is renewed. The *Wireless Communications Stipend Status* form (attached) will be used for the yearly review and re-authorization, or cancellation of an allowance.
 - e. Employees are responsible for all charges on their personal wireless plan,

- including early termination fees. Upon change of employment status, employees are still responsible for the contractual obligations of their wireless plan.
- f. Employees are personally responsible for complying with international, federal, state, and municipal laws regarding the use of wireless phones and other communication devices while driving. Under no circumstances will Claflin University be liable for non-compliance.
 - g. Employees should use discretion in relaying confidential business related information over any wireless devices since wireless transmissions are not secure. (See more on security for wireless communication devices below.)
 - h. Employees are not required to maintain a log for business and personal phone calls if receiving a wireless stipend.

Stipend Allowances

1. The *Wireless Communication Device Justification and Acknowledgment Request* form (attached) specifically notes the stipend to be paid to an employee.
2. In most cases, a stipend for the equipment will not be provided. However, if circumstances exist that require a specific carrier/technology be used, the respective Vice President (in consultation with the Associate Vice President for Information Technology) may approve a stipend to off-set the additional cost of this specific equipment.
3. In most cases, a stipend for early termination fees will not be provided. However, if circumstances exist that require early termination of an existing contract, the respective Vice President (in consultation with the President) may approve a stipend to off-set the cost of early termination fees.



**WIRELESS COMMUNICATION DEVICE JUSTIFICATION
AND ACKNOWLEDGEMENT REQUEST FORM**

(New and Revisions)

Employee Name (Print): _____

Employee Title: _____

Section A: Justification of Business Need

- The duties of the position may lead to potentially dangerous scenarios and situations with no other acceptable or reliable means of alternative communications.
- The duties of the position require that the employee work regularly in the field and need to be immediately accessible.
- The duties of the position are such that immediate emergency response is critical (executive, police, or emergency responder) or the employee is responsible for critical infrastructure or operational support and needs to be immediately accessible at all times (telecommunication, computer, or network responder).
- The duties of the position require a significant amount of travel during regular work hours or outside normal hours but related to official university business and access to information technology systems, in which the judgment of the university, render the employee more productive and/or the service the employee provides more effective.
- The duties of the position require response and decision making to life-threatening or public safety issues and situations.
- The duties of the position make it necessary that the employee be accessible to communicate with senior management at any time.
- The President of the University deems it necessary to ensure the flow of information and critical support of the University's mission.
- In most cases, a stipend for the equipment will not be provided. However, if circumstances exist that require a specific carrier/technology be used, the respective Vice President (in consultation with the department head and Associate Vice President of Information Technology) may approve a stipend to off-set the additional cost of this specific equipment.

Wireless Communications Stipend Status

(This form is used by Division Vice President for yearly review and re-authorization, or cancellation of Stipend)

Employee Name (Print): _____

Please Check the Appropriate line:

___ The employee's status remains the same. The allowance for the cellular phone service is to continue.

___ The employees' status has changed and the allowance for the cellular phone service is to be discontinued beginning _____, 20__.

Division Vice President: _____

