Prescott College	**Policy Number:** *440* **Policy Category:** *Business Policies* ***Mobile Devices*** **Policy Summary:** *This policy outlines when a mobile device allowance is appropriate and when a department is eligible for a college owned mobile device.* **Approval Date:** *11/06/23* — **Effective Date:** *Upon approval*
Policy Owner: *Vice President, Finance & Administration*	**Scheduled for Review:** *Fall 2028*

Policy Statement

Mobile Device Allowance

Employees who hold positions that include the need for a mobile device may receive an allowance to compensate for business-related costs incurred when using their individually-owned cell phones. The College will not own mobile devices for the use of individual employees. All College owned phones will be for a general department (e.g. Campus Safety).

Employees are eligible for an allowance if their job duties include considerable time outside of his/her assigned office or work area where other college provided phone alternatives (soft phone or slate phone) are not feasible.

Individual departments and department heads are responsible for identifying employees who hold positions that include the need for a mobile device (required per job description). The department head is responsible for overseeing employee mobile device needs and assessing the continued need of a mobile device. The need for a cell phone allowance should be reviewed annually.

The allowance paid to employees is $14.00 per pay period. The allowance will be paid as a flat rate per pay period. As an allowance, Prescott College will pay only the agreed upon amount, even if monthly costs exceed that amount.

The cell phone allowance does not constitute base pay and is neither permanent nor guaranteed. The College reserves the right to remove a participant from this plan and/or cancel the plan if there is insufficient budget to meet the plan costs. Any agreement will be immediately cancelled if an employee receiving a cell phone allowance terminates employment with the College. Any such allowance will also be cancelled if an employee changes job position.

College Owned Cell Phones

The College may own and retain a limited number of cell phones for emergency, disaster recovery, and/or other business purposes, including:

- Shared department cell phone: Arrangement involving multiple individuals sharing one cell phone that does not leave the campus and is turned in by each employee at the end of his/her shift.
- On-call department cell phone: Used for business purposes only, this arrangement involves multiple individuals that take turns being on call and share one phone.

Requests for College-owned cell phones must be approved by the department head, and service and equipment must be obtained through the Business Office. Departments requesting a College- owned phone should consider whether there are other options that might meet their needs, and must demonstrate how a College-owned cell phone is the only/best solution. All costs associated with the College-owned phone, including equipment and monthly service, will be charged back to the requesting department.

Employee use of College-owned cell phones is limited to official College business only, and no personal use of College-owned cell phones is allowed.

Reason for Policy

This policy provides guidelines for the eligibility of a mobile device allowance.

Responsibilities

For following policy:	All
For enforcement of policy:	Director, Human Resources
For oversight of policy:	Vice President, Finance and Administration
For procedures implementing the policy:	Director, Human Resources
For notification:	Policy Librarian

Procedures

Supervisors may request the allowance by completing the Human Resources Action Form. The request may be made any time during the fiscal year.

Revision History

November 2023 update reduces eligibility due to availability of soft phone technology.

Original approval – 10/19/16