

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

PROCEDURE NO. 19

TITLE: Mobile Communication Device Procedures

EFFECTIVE DATE: July 1, 2011

PROCEDURE

1. PURPOSE

To provide fair compensation to New River Community and Technical College staff that are required to use a mobile communications device to perform their assigned duties.

2. SCOPE AND APPLICABILITY

This procedure applies to only employees eligible for a mobile device stipend.

3. PROCEDURES

A. Employee Options

- i. Employees with authorized electronic mobile communications device, prior to April 1, 2011:
 1. Option One: Employee continues with a plan, provided by New River Community and Technical College. Use is limited to business purposes only.
 2. Option Two: Employee receives a monthly stipend to offset the cost of using a personal mobile communications device for business purposes. The amount of the stipend is based on the current state contract for cellular telephones and must be approved by the Budget Manager, Vice President of the employee's department and the Chief Financial Officer (CFO). The stipend is taxable per IRS regulations, but will not impact employee health insurance premium calculations.
- ii. New mobile communications device authorizations:
 1. Employees authorized to receive a mobile device after July 1, 2011 will receive a stipend rather than a college-paid plan. The amount of the stipend is based on the current state contract for cellular telephones and must be approved by the Budget Manager, Vice President of the employee's department and the CFO. The stipend amount is taxable

under IRS regulations, but will not impact employee health insurance premium calculations.

B. Procedure and responsibilities for all stipends

- i. The employee is responsible for obtaining an electronic mobile communications device and monthly plan that, at a minimum, meets the level of service required by the college. This device is owned by the employee, so it may be used for personal and business use, but must be available for the performance of responsibilities as dictated by the conditions of their employment.
- ii. If employment is terminated for any reason, it is the employee's responsibility to meet the obligations of any contract which they have entered. New River Community and Technical College is not responsible for paying further stipends, nor is it responsible for reimbursing the employee for any early termination fees.
- iii. New River Community and Technical College's contribution toward the communication device and plan is not considered an entitlement, is not part of an employee's base salary, and may be changed and/or withdrawn by the Budget Manager, Vice President of the employee's department, or CFO, at any time.
- iv. This procedure is managed through the office of the CFO.

C. Rules and responsibilities for all agency-issued mobile communication devices

- i. Personal use of an agency issued device should be avoided. However, if the equipment is utilized for personal telephone calls and results in additional charges being assessed beyond the basic service plan, the individual will be responsible for reimbursing the college for any such costs above and beyond the stated contract plan.

RESPONSIBLE OFFICE: CFO, Vice Presidents, Budget Managers