

TUSKEGEE UNIVERSITY

University Policy: Wireless Communications Stipend Policy

Policy Category: Human Resources

Subject: Wireless Policy

Office Responsible for Review of this Policy: Human Resources

I. SCOPE

This policy applies to all faculty, staff, and administrators who, as a part of their official university employment, have a continuous and recurring need for using a wireless communications device. The wireless communication stipend is aimed to reimburse the employee for the business use of the device. The intention is not to fund the entire the cost of the device or entire monthly bill.

II. POLICY STATEMENT

It is the policy of Tuskegee University to achieve maximum productivity and cost-effectiveness when employing wireless communication technology as a business solution by offering a taxable stipend for wireless service to employees whose duties and responsibilities require them to carry wireless technology. This policy allows the University to meet IRS regulations regarding business versus personal use of cellular telephones, wireless access points, hotspots or wireless service for tablets and other devices.

III. PURPOSE

The purpose of this policy is to establish policy and guidelines for the provision of a wireless communication stipend to employees who have documented and official university business needs for a communications device and continue to meet this need as approved

IV. TO WHOM THIS POLICY APPLIES

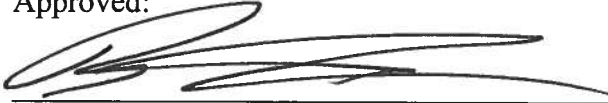
This policy applies to all faculty, staff, and administrators.

V. EFFECTIVE DATE

This policy is effective October 31, 2014

VI. SIGNATURE, DATE, AND APPROVAL

Approved:

A handwritten signature in black ink, appearing to read 'Brian L. Johnson', is written over a horizontal line.

Brian L. Johnson, PhD

President

Date Approved:

Tuskegee University

WIRELESS COMMUNICATIONS STIPEND POLICY

I. POLICY STATEMENT

Tuskegee University will not provide employees with individual cellular telephones, wireless access points, hotspots or wireless service for tablets and other devices. Tuskegee University will offer a taxable stipend for wireless service to employees whose duties and responsibilities require them to carry wireless technology. This policy allows the University to meet IRS regulations regarding business versus personal use of cellular telephones, wireless access points, hotspots or wireless service for tablets and other devices. Such requests must be initiated by the department head and approved by the appropriate vice president or president.

Except as stated below, *effective October 31, 2014*, Tuskegee University will no longer provide cellular telephones, wireless access points, hotspots or wireless service for tablets and other devices. Tuskegee University will also not provide compensation or reimbursement for wireless charges incurred by any employee, student, volunteer or any other person. The use of personal cellular telephones for business use other than as provided for below is not reimbursable. The University may continue to provide radio service (through cellular telephone carriers) to employees for business use.

A. Pooled telephones for short-term checkout

Under certain unusual circumstances and where it is necessary to share a cellular telephone within a group of faculty, staff and/or students, cellular telephones may be obtained by departments from Campus Technology. Personal use of these telephones is expressly prohibited. These phones cannot be assigned to one individual. Circumstances under which a telephone may be checked out are:

1. For events where the safety of students, faculty, staff or visitors may be in question, such as homecoming activities.
2. When a faculty member or staff member is traveling on University business and must be contacted while traveling. Personal calls on pooled telephones are expressly prohibited. A pooled telephone must be checked out (or approved for check-out) by an employee with signature authority.

B. University stipend for use of personal wireless service

Tuskegee University recognizes that some employees may be able to perform their duties and responsibilities more efficiently if they have a cellular telephone. For this limited category of

employees, the University will provide a monthly stipend for the use of personal cellular service as follows:

1. Stipend payment for use of personal cellular service. For a limited number of employees, the University may pay an allowance that contributes monetarily to an employee's personal cellular telephone plan by means of a wireless stipend.
2. Qualification: To qualify for a wireless stipend, an employee must complete a *Wireless Stipend Request Form (Attachment A)* clearly stating why a cellular telephone is required to perform his/her job duties. The form must be approved by the appropriate department head and division head.

II. PERSONNEL APPROVED FOR STIPENDS

In addition to those above, the following key employees are provided wireless stipends because the performance of their jobs requires them to be available for communication at all times, including routinely while off campus, after hours, on weekends, and while routinely traveling or working off-campus on University business and due to being required to respond to situations most appropriately addressed by email, required to have *immediate* communications capability to perform their job duties and to protect the safety of students, staff or the general public.

Key personnel

1. President
2. Vice Presidents
3. Athletics Director
4. University Counsel
5. Executive Assistant to the President
6. Chief of Staff
7. Executive Council
8. Dean's Council

The following services employees are eligible for radios, telephones, pooled telephones, or PDAs:

Service Personnel

1. Media Relations representative (*telephone or PDA*)
2. Facilities and Campus Police Services employees (*radios or pooled telephones*)
3. Moveable Property manager (*telephone*)
4. Extension/outreach staff whose job requires them to be available for communication at all times, and/or the University does not provide a land line (telephone) or

computer access (LAN or T1) whose job requires them to be available for communication at all times

5. Campus Technology staff as needed (*telephones or radios*)

The following emergency responders are eligible for radios, telephones, or PDAs as follows:

Emergency Responders

1. Chief of Campus Police Services (*telephone or PDA*)
2. Facilities employees at the level of Assistant Director or above (*radios or telephones*)

Examples of justification for a stipend are:

- a. Being an emergency responder for law enforcement with communications needs that cannot be met with other available alternatives, such as pagers or radio
- b. Being required to respond to critical system failures or service disruptions
- c. Being required to have immediate communications capability to protect the safety of students, employees or the general public
- d. Routinely traveling off-campus on University business and needing to communicate with the University while en route
- e. Being unable to meet communications needs with other available alternatives, such as pagers or a radios

III. STIPEND

A. Amount:

If authorized, employees required to carry a cellular telephone for University business will receive compensation in the form of a wireless stipend. The stipend amount for a cellular telephone and data will be \$50 per month. This amount is intended to approximate average basic local plan costs and makes periodic equipment replacement and all payroll tax consequences the responsibility of the employee. This amount is subject to annual review and adjustment. TU Campus Technology will publish any changes in stipend amounts each July. The University reserves the right to increase or decrease the amount or the availability of the stipend at any time. In cases where stipends are approved for payment from grants or external funding, employees will be required to submit detailed billing to their department no later than the 10th of each month or the stipend will be immediately terminated.

B. Payment:

The stipend will be paid from departmental funds through the regular payroll process and charged against each department budget. In cases where stipends are approved for payment from grants or external funding, employees will be required to submit detailed billing to their department no later than the 10th of each month or the stipend will be immediately terminated. The stipend will be paid monthly. Such stipends are taxable income subject to required tax withholdings. The stipend is not an entitlement and is not part of the employee base salary.

C. Appropriate Use:

All telephone services must be used in compliance with all appropriate laws and regulations of the State of Alabama.

D. Termination of Telephone Service:

Any employee who receives a stipend must immediately notify his/her supervisor if the employee terminates or reduces business usage of his/her cellular telephone service or if he/she cancels cellular telephone service. The employee is also responsible for verifying with the Payroll Office when and if the phone the employee receives a stipend for has been terminated. Failure on the part of an employee to notify his/her supervisor of termination or reduction of cellular telephone use/service constitutes a terminable offense if the employee continues to receive a stipend.

IV. Transitioning from University-owned Phones to the Stipend Plan

Employees that currently have cell phone services through Tuskegee University may retain their current phone number if they desire to do so. Simply apply for the stipend and once it's approved, Tuskegee University will release your cell phone number from the university account. If using any of the following vendors, you will need:

- Verizon: a Transfer of Billing Responsibilities form, for Verizon to Verizon only, will have to be filled out and signed by both the personal user and the University Account contact.

To acquire the information needed to transition you from a University owned phone to the stipend plan, please contact Campus Technology at 334 727-8040. A call ticket for the request will be created and forwarded to the appropriate person.

V. DISCONTINUATION OF WIRELESS SERVICE

On October 31, 2014, Tuskegee University will terminate all cellular telephone accounts with the exception of department-pool telephones.

Adopted: September 30, 2014

Authority: IRC Section 280F (d) (4) (A) (v).
IRS Section 274(d) (4).

References: *Attachment A* Cellular Telephone/Stipend or Data Service Request Form