

**Skidmore College
Cell Phone Policy
Effective August 1, 2009**

PURPOSE: The purpose of this document is to establish the Skidmore College policy and procedure regarding employee use, procurement, and assignment of cell phones.

I. General

- i. For authorized individuals, the College will provide a taxable subsidy for cell phone service. Given that a taxable subsidy will now be provided for monthly service fees, the employee will be the direct holder of a contract with the cell phone service provider.
- ii. College administrators, faculty, and staff members are not permitted to enter into agreement for cell phone equipment or service on behalf of the College.
- iii. Employees may qualify for the subsidized cell phone service only at the request of their supervisor, and when their division's respective member of President's Cabinet has determined the service is required and necessary for the performance of their job. When evaluating whether or not a cell phone is required (and, therefore, whether an employee is eligible to receive a subsidy), the following should be considered:
 - Whether the employee is currently provided a College cell phone or similar device.
 - Whether a cell phone will improve student services or enhance business efficiencies.
 - Whether the employee has a frequent need for mobile phone access and / or paging type activity.
 - Whether the employee is required to be available 24 hours, 7 days a week.
- iv. Standard College policy is to not provide reimbursement of cell phone equipment. Adequate cell phone equipment / insurance should be available from the service provider.

II. Administration of Subsidy

- i. If a supervisor deems it appropriate for someone in his/her department to receive a subsidy, the supervisor must receive written approval from the appropriate President's Cabinet member (e-mail correspondence is acceptable) and send to Financial Services, indicating the type of subsidy requested and the amount.
- ii. Types of Subsidies and Limits
 - Standard Cell Phone - \$40 per month for cell phone service
 - Special Cell Phone Allowance - \$70 per month for cell phone service (generally quite limited and provided for Admissions counselors and Development Officers or similar who travel extensively on behalf of the College or in other limited circumstances for College employees whose job duties require substantial cell phone usage).

III. Payroll Processing

- i. Once Payroll receives an approved Authorization Form, the form will be processed and the employee should begin to receive the subsidy within 2 pay periods. (Reminder: appropriate payroll taxes on the amount of the subsidy will be withheld from the paycheck and the amount of the subsidy will be included in the wages line on the individual's year-end W-2).
- ii. Subsidies will be processed in equal installments by pay period.

Skidmore College
Cell Phone Policy – con't

III. Other

- i. Certain staff members who have on-call rotations may have or may be temporarily issued College-owned department phones for their on-call assignments. Any excess personal usage by these individuals must be reimbursed to the College by the employee. For the acquisition of department based cell phones, department representatives should contact the Purchasing Department.
- ii. In the interest of the safety, the College requires employees to comply with all applicable laws while driving. Generally the College strongly encourages not using cell phones when driving.
- iii. This policy is effective immediately but no later than January 1, 2010 and supersedes all previous guidelines and policies regarding cell phones and/or internet services.
- iv. The employee must accept the terms of this policy in order to receive the subsidy.
- v. For occasional cell phone use, see the Travel and Entertainment reimbursement policies and processes.
- vi. The College will not reimburse for lost equipment.

Skidmore College
Integrated cell phone - PDA Policy
Effective August 1, 2009

PURPOSE: The purpose of this document is to establish the Skidmore College policy and procedure regarding the employee use, procurement, and assignment of integrated cell phone – PDA's (PDA's).

I. General

- i. For a very limited number of authorized individuals, the College will provide a taxable subsidy for PDA's and may provide a one-time taxable equipment reimbursement. Given that a taxable subsidy will now be provided for monthly service fees, the employee will be the direct holder of a contract with the service provider.
- ii. College administrators, faculty and staff members are not permitted to enter into PDA agreements on behalf of the College.
- iii. Employees may qualify for the use of a PDA service only at the request of their supervisor and when their division's respective member of President's Cabinet has determined the service is required and necessary for the performance of their job and budgeted funds are available. When evaluating whether or not a PDA is required the following should be considered:
 - First, is the employee being currently provided a College PDA
 - PDA's are provided to improve student services and to enhance business efficiencies.
 - PDA's may be issued to employees who have a frequent need for mobile phone and data access.
 - PDA's may be issued to employees that are required to be available 24 hours 7 days a week.

II. Administration of Subsidy

- i. If a supervisor deems it appropriate for someone in his/her department to receive a subsidy, the supervisor must receive written approval from the appropriate President's Cabinet member (e-mail correspondence is acceptable) and send to Financial Services, indicating the type of subsidy requested and the amount.
- ii. Types of Subsidies and Limits
 - PDA Service - \$90 per month.
 - A reasonable equipment reimbursement not to exceed \$300. The equipment reimbursement will **not** be processed through payroll, but should go through standard reimbursement procedures. This includes original receipt of purchase and completed check request form with supervisor's signature. Prior to purchasing any equipment, the purchase must be approved by Information Technology to ensure compatibility between College systems and the new device. This approval process is initiated by entering a Help Desk ticket with IT.

Skidmore College
PDA Policy – con't

III. Payroll Processing

- i. Once Payroll receives an approved Authorization Form, the form will be processed and the employee should begin to receive the subsidy within 2 pay periods. (Reminder: appropriate payroll taxes on the amount of the subsidy will be withheld from the paycheck and the amount of the subsidy will be included in the wages line on the individual's year-end W-2).
- ii. Subsidies will be processed equally by pay period.

IV. Other

- i. In the interest of the safety, the College requires employees to comply with all applicable laws while driving. Generally the College strongly encourages not using PDA's when driving.
- ii. This policy is effective as soon as possible, but no later than January 1, 2009.
- iii. The employee must accept the terms of this policy in order to receive the subsidy.
- iv. For occasional use, see the Travel and Entertainment policies and processes for reimbursement
- v. College is unable to reimburse for lost equipment.