

Title/Subject: Mobile Device Allowance Policy

Applies to: Faculty and Staff

Effective Date: October 1, 2017

Contact for More Information: Telecommunications Center

BACKGROUND:

In the past, Purdue University Fort Wayne has directly paid for cell phone contracts that were deemed necessary for business.

PURPOSE:

The purpose of this policy is to establish guidelines for the distribution of an allowance paid to employees for the business portion of personal cell phones. This will save time by eliminating related in-house processing and expense.

POLICY:

It is the policy of Purdue University Fort Wayne to reimburse eligible employees \$50 monthly for business use of personally owned cell phones. This includes all cell phones that are deemed necessary to perform duties as an Purdue University Fort Wayne employee. Equipment and service that are regularly used for both business and personal purposes are to be employee-owned.

PROCEDURE:

DEPARTMENTAL APPROVAL - In some instances, the use of a cell phone is essential to the ability of an employee to meet the demands of his/her job at the university. In such cases, the employee may request a cell phone from the appropriate cost center manager. Simple convenience is not a criterion for such expenses. Expenses may be authorized if at least one of the following criteria is met:

1. The job function of the employee (during the employee's normal working hours) requires considerable time outside of the assigned office or work area and it is important to the University that the employee is accessible during this time.
2. The job function of the employee requires them to be accessible outside of scheduled or normal working hours (While at home, out of town, etc.).

The department manager will initially determine whether the need for the phone exists and whether funding exists to support the request. Once the manager decides to support the request, he/she must obtain approval of the request from their senior officer.

Payment of Allowance - With appropriate business need and departmental approval, a \$50 monthly allowance for cell phone service will be added to the employee's pay. The allowance shows as a separate line item on the employee's pay statement, paid to the employee bi-weekly or monthly based on their pay cycle. This allowance does not

increase the employee's base salary and will not be included in the calculation of any University benefits.

Employees receiving an allowance are required to provide their cell phone number to their supervisor and maintain active service for the life of the allowance.

Fifty dollars (\$50) monthly is the determined service allowance amount.

The employee is responsible for the purchase of their own cell phone

All cell phone service contracts are to be between the employee and the service provider.

The original completed Purdue University Fort Wayne Technology Form must be sent to HR-OIE, and a copy given to the employee.

The employee's supervisor is responsible for an annual review of the business need for a cell phone allowance, to determine if allowances should be discontinued. The supervisor is to initial and date the bottom of the agreement form as evidence of this annual review.