

I. Purpose

To provide a policy for handling wireless communication devices and allowances.

II. Policy

It is the policy of Pellissippi State Community College to provide a wireless communication device allowance to those employees who have a documented official state business need for a communication device.

III. Eligibility

Employee eligibility under this policy will be defined as employees at senior management level or above or employees whose primary job duties are performed outside of an office environment or employees required to be accessible 24 hours a day, 7 days per week for emergencies or other critical contact (security, network administrators and key facilities staff).

IV. Allowance

If approved for a wireless communication device allowance, employees must provide their phone number and sign a Wireless Communication Device Allowance Request Form (Attachment A). Wireless communication device allowances are taxable compensation subject to required tax withholdings. Such allowances are not an entitlement and are not part of the employee's base salary. Allowances do not qualify as compensation for TCRS or ORP contribution purposes.

V. Loss, Theft or Damage to Device

Pellissippi State will not provide replacement costs for any loss, theft or damage to the equipment. It is, therefore, recommended that individuals purchase device insurance through the service provider.

VI. Monthly Communication Plan Allowance

The monthly allowance will be \$60 for a cell phone and \$100 for a PDA. This allowance is not intended to cover 100% of the fees and service charges incurred under an individual's plan. Numerous plans are available in the telecommunications market. Eligible employees may choose any provider and plan. Provider contracts resulting from such choices are between the employee and the provider and in no way obligate Pellissippi State. Pellissippi State does not endorse any particular service provider or plan. Payment of bills for the wireless communication plan and device are the responsibility of the individual, not the college.

VII. Termination of Communication Plan Allowance

If, prior to the end of the wireless communication device contract, a personal decision by the employee, or employee misconduct, or misuse of the wireless communication device, results in the need to end or change the wireless communication device contract, the employee will bear the cost of any fees associated with that change or cancellation.

Immediate termination of an employee's communication plan may occur for any of the following reasons:

- 1 Employee no longer meets continuing eligibility requirements;

- 2 Department head notifies the Business & Finance Office of a change in an employee's job responsibilities, such that the provision of a monthly communication plan allowance is no longer applicable; or
 - 3 Employee fails to provide statements if requested for audit documentation.
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Reviewed/Recommended: President's Staff, January 29, 2007

Approved: President Allen G. Edwards, January 29, 2007

Editorial Changes, July 1, 2009

Reviewed/Recommended: President's Council, February 27, 2012

Approved: President L. Anthony Wise, Jr., February 27, 2012

Wireless Communication Device Allowance Request Form

I have read and understand the employee responsibilities detailed in the Wireless Communication Device Policy. I understand that compensation for a wireless communication device allowance is taxable income and is NOT part of my base salary. I also understand that any device purchased is my personal responsibility.

I certify that the wireless communication device will be used for the performance of my Pellissippi State job responsibilities as defined by my supervisor. I am responsible for the payment of any costs that exceed the compensation approved on this form.

\$60 Cell Phone Allowance

\$100 PDA Allowance

If, prior to the end of the wireless communication device contract, a personal decision, employee misconduct, or misuse of the wireless communication device, results in the need to end or change the wireless communication device contract, I will bear the cost of any fees associated with that change or cancellation. Immediate termination of my communication plan allowance may occur for any of the following reasons:

- I no longer meet continuing eligibility requirements;
- Department head notifies the Business & Finance Office of a change in job responsibilities, such that the provision of a monthly communication plan allowance is no longer applicable; or
- I fail to provide statements if requested for audit documentation.

I understand that I am not authorized to use a wireless communication device to conduct Pellissippi State business while operating a motor vehicle.

This agreement supersedes previously executed agreements.

Employee's Signature

Date

Phone Number

APPROVAL:

Supervisor's Signature

Date

Department Head's Signature

Date