St. Lawrence University Cell Phone Stipend Policy

As of July 1, 2015, for annual renewals going forward every July, St. Lawrence University will have three tiers of subsidy (and subsidies have been, and will continue to be, considered taxable compensation):

**Tier 1 Basic: $60 per month**
- Employee has **frequent** need to be accessed, or access others, for institutional business while away from their primary business location (office, etc.).
- Employee has formal or informal “on call” expectations related to their work and a cell phone would be in the **institutions best interest** to aid in this expectation.
- Employee use of a cell phone would provide **significantly better service** to the institutional community AND significantly increase individual professional productivity.

**Tier 2 Advanced: $85 per month**
- All of the above AND/OR:
  - The nature of the employee work requires **significant** time away from the office and/or campus and this device will be the **primary** professional communications device for the individual.
  - Ability to handle email, as well as basic web resources while mobile is critical for individual’s institutional responsibilities.

**Tier 3 International: $135 per month**
- Significant **international travel is required** of the individual.

The senior staff member responsible for oversight of your division will assess your need for a cell phone subsidy according to the requirements of your position. Built into the monthly stipend is extra money that you might, if you choose, save for the replacement of your cell phone on whatever schedule makes sense to you.

For new employees hired after January 1, 2015 and before July 1, 2015, this subsidy will take effect immediately. This subsidy will be renewed annually on July 1 of each year after the Human Resources office receives the renewal authorization by June 1. HR will send reminders to senior staff in April and May.
Cell Phone Subsidy Authorization and Annual Renewal

Name of Employee__________________________________________________________

Department______________________________________________________________

Division_______________________________________________________________

Budget_______________________________________________________________

Position title__________________________________________________________

Tier assigned by senior staff representative  (circle one)

1 ($60.00/Per Mo.)   2 ($85.00/Per Mo.)   3 ($135/Per Mo.)

Employee Name (Print) ______________________________________________________

Employee Signature____________________________________________________________________

Senior Staff Signature____________________________________________________________________

Date__________________________________________________________________________