

Cell Phone Subsidy

The procedure for providing money toward cell phones will be changing effective July 1, 2023. Specifically, full-time employees who are currently receiving a reimbursement for a cell phone in relation to their position will continue to receive a monthly stipend although the amount will be reduced beginning July 1, 2023 and reduced again July 1, 2024 and completely ended July 1, 2025. Employees hired after July 1, 2023 are not eligible for a cell phone reimbursement.

Effective July 1, 2023, current eligible employees will receive up to a \$35 monthly reimbursement toward their costs. Effective July 1, 2024, current eligible employees will receive up to a \$20 monthly reimbursement, and all reimbursements will end effective July 1, 2025. These payments are considered taxable compensation and the payment amount is expected to offset but not completely cover user costs recognizing that some use will be of a personal nature.

Approved employee supplemental payments will be paid to the employee from the respective departmental account on a bi-weekly or monthly basis (depending on the employee's pay schedule) and employees who receive supplemental payments are not allowed to submit additional reimbursement requests for mobile services. Employees are responsible for their own mobile contracts with service providers and are not the responsibility of the University.

An inventory of approved supplemental payments for employees will be maintained by Human Resources and a review of all agreements will occur on an annual basis. Changes to an employee's duties that result in changes to the amount of supplemental payment will require supervisor, divisional VP, and HR review and approval. If the employee terminates employment with the college, the payment will end the month of termination.

Certain departments may have special needs that justify departmental ownership of cell phones. The services for these phones are paid directly by the department/College when the department determines there is a bona fide business purpose for the cell phone. Employees cannot use departmental cell phones for personal calls.