

# Bethany Lutheran College, Inc.

## PERSONAL COMMUNICATION DEVICE ALLOWANCE POLICY

### Purpose and Scope

Bethany Lutheran College is committed to providing essential, business-related tools and services to its faculty and staff in a manner which:

1. promotes the proper stewardship of assets;
2. complies with IRS, federal, state and college regulatory requirements;
3. establishes a framework for consistent decision-making; and
4. reduces or eliminates administrative costs whenever possible.

Mobile phones and cellular data services offer efficiency for College employees having legitimate business needs for this technology. This policy applies to wireless devices used for voice communication. The capabilities and cost of wireless devices in terms of text messaging, email, and network access are moving targets and an employee must make a case to his or her supervisor based on the "business needs" listed below.

### Personal Communication Device Allowance Guidelines

Use of a personal communication device is permitted when a business need exists. Employees must observe applicable laws or ordinances regarding the use of personal communication devices while driving.

### Definition of a Business Need

The use of a personal communication device by an employee for college business is for the benefit of the College in the furtherance of its mission, not for the convenience of the employee. A personal communication device will be provided to an employee after the institution has determined such a business need exists. An employee may not self-determine that a device is required. If a supervisor determines such a device is needed, a request will be submitted to his or her appropriate senior administrator who will in turn submit the request to the Chief Financial and Administrative Officer and together, they will approve or reject such request.

A valid business need" is defined as follows:

- The need to be readily accessible for contact with the public or with college faculty, staff, or students, for required or essential business communication needs due to frequent travel, working at a remote location (limited access to a land line), etc.,
- The need to receive or initiate communication in emergency situations, or
- The need to be accessible and available during working hours (when away from assigned land-line telephone) or during non-business hours by electronic means at all times.

### Available Options for Personal Communication Devices

Departments have three options when requiring an employee to carry a personal communication device in order to perform his/her duties:

1. Assign a College-owned device.
2. Authorize an allowance to cover the costs related to the employee's purchase of a personal access plan and personal communication device to utilize that device for both personal and business purposes.
3. Authorize reimbursement for employees who have occasional minimal use of a personal communication device for business purposes.

## **Purchase and Use of a Personal Communication Device funded by Grants or Contracts**

Personal communication devices may be purchased and used for a sponsored project/grant or contract when the sponsored project/grant or contract language stipulates that the principle person(s) involved need such connectivity devices to carrying out the sponsored project/grant or contract requirements. In this case, the need for a communication device must be documented in the grant proposal and budget justification during the grant submission process, and the sponsor must approve (or not specifically disapprove) the expense as a direct charge on the grant. The grant/contract administrator must ensure that monthly recurring charges are clearly identified as part of the initial budget request and must document usage during performance of the project/grant or contract.