

Kentucky Wesleyan College

Cell Phone Policy and Procedures

Purpose: To provide guidelines for the purchase, use, payment, and reimbursement of cell phones and related charges utilized for College-related business.

Policy: Subject to supervisor and/or Officer approvals, an employee may be provided with a College-owned cell phone and service for College business use as a condition of their employment with Kentucky Wesleyan College. In some circumstances, employees may be authorized to utilize their personal cell phone for College business use and receive reimbursement for a portion of the costs. Business use is any use in the course of performing specific job-related duties on behalf of and for the benefit of Kentucky Wesleyan College. The College-owned cell phones and service may be used for personal reasons only in emergency circumstances.

1. Cell phone Vendors

College-owned cell phones and service are secured via a College contract with AT&T or Verizon. The contracts provide discounted pricing for College business use. Employees are not allowed to make changes or charges to the College's cell phone contract or account.

2. Purchase

- a. Cell phones provided to employees will be purchased and owned by Kentucky Wesleyan College. Employees are responsible for the safekeeping and care of the cell phones they are assigned.
- b. Basic cell phone equipment and the most economical usage plan that meets employee business needs as determined by the supervisor/department budget manager will be provided by the College.
- c. Department budget managers may authorize employees to purchase cell phone accessories (batteries, chargers, covers, holsters, head/ear phones, etc.) directly from a vendor or authorize reimbursement to an employee for the necessary supplies.

3. Payment

- a. Charges for College-provided cell phone service and equipment will be billed to the College and paid through the Accounts Payable system. The user's department will be charged the appropriate amount on their monthly budget statement. Such costs may include but are not limited to: purchase of equipment, service initiation fee, monthly fees, per-minute cost of calls in excess of calling plan, text messaging fees, roaming fees, maintenance and repair of equipment and programming, and replacement of lost or stolen equipment.
- b. Prior to authorizing payment of the monthly cell phone bill, department budget managers should review the monthly detailed cell phone bills to ensure that employees are using the phones in the most efficient and cost-effective manner.

c. According to Internal Revenue Service Code, any personal use of an employer-issued phone by the employee may be considered taxable income and subject to withholding taxes. Personal use of a College-owned cell phone is authorized only in emergency situations.

4. Privacy

Employees using a College-owned cell phone should not have an expectation of privacy. The College has a right to monitor and access the phone records, including text, at any time without permission or warning.

5. Use of Personal Cell Phones

In some circumstances, an employee may utilize his/her personal cell phone service for College-related business. Supervisors may authorize reimbursement to the employee for an appropriate amount of the costs in these circumstances.

6. Safe Use of Cell Phone

Using a College-owned or personal cell phone or similar device while driving a College-owned vehicle is prohibited.

7. Separation from the College

The employee is responsible for returning the College-owned cell phone and all equipment immediately upon separation from the College.

8. Violation of Policy

Employees who violate any section of this policy will be subject to disciplinary actions, up to and including employment termination.

Please contact your supervisor or the Business Office if you have specific questions.

I have read and understand the Cell Phone Policy and Procedures as stated above.

Employee Name: _____

Employee Signature: _____ Date: _____

Cell Phone Equipment and Number Assigned: _____