

Subject: Wireless Communication Devices and Stipends

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1. Purpose

This policy establishes the criteria and procedures for authorizing payment of a stipend to a college employee for using a personal cellular phone to support the business activities of the college and is in accordance with the Commonwealth’s Accounting Policy and Procedures Manual (CAPP), Section 50535, Employer Provided Fringe Benefits. The policy also provides for the issuance of college-owned portable wireless Internet device (cellular hotspot) in certain limited circumstances that do not warrant a stipend.

2. Policy

Tidewater Community College shall offer a stipend to those employees whose responsibilities meet one or more of the criteria delineated below. Such stipend is intended to defray the cost of conducting TCC business on the employee's personal cellular phone. Thus, it may not cover the total cost of the cellular service plan.

In a limited number of situations in which the business case warrants, a college-owned cellular hotspot may be issued for shared use by employees in a department or other operating unit. In such cases where such college-owned cellular hotspots are issued, they shall be used only for business purposes.

Nothing in this policy shall be interpreted to preclude a supervisor from contacting an employee on his/her personal communication device, wireless or landline, in the routine course of conducting the college's business, without regard to whether the employee is receiving a stipend.

2.1. **Criteria for Cellular Phones and Cellular Service Plans**

A cellular service plan purchased with the stipend may be used for both personal and business purposes. The service plan must include text messaging capability and the cellular phone must be registered in the college's emergency notification system, the *TCC Alerts*. The employee's cellular phone shall be capable of supporting this requirement.

2.2. **Criteria for Cellular Service Plan Stipends**

The college defines the following qualifying instances where a cellular service plan stipend is issued to facilitate the effective and efficient conduct of essential college business functions. As a result of formally assigned job responsibilities, the employee regularly:

- 2.2.1 has responsibility for critical college business functions or infrastructure that requires his/her immediate accessibility at all times;
- 2.2.2 performs work in the field or at job sites where access to electronic communication devices is not readily available;
- 2.2.3 has responsibilities that require immediate accessibility outside of normal business hours; or
- 2.2.4 has responsibilities that include frequent travel, together with the need to be immediately accessible or have access to college information technology systems while traveling.

If the responsibilities in a job position meet one or more of the criteria above, the supervisor shall identify in the position's job description (e.g., Position Description (PD), Employee Work Profile (EWP), or other description) the qualification for a cellular service plan stipend and the specific criterion from the above list. Thus, the stipend is tied to the position's responsibilities. If an employee transfers to another position within the college, the stipend shall be terminated unless it is required by the responsibilities of the new position.

2.3. Provision of Cellular Service Plan Stipends

- 2.3.1** A TCC employee who has the cellular service plan stipend requirement described in his/her job description shall be offered a monthly stipend. Such a stipend is intended to defray the cost of conducting TCC business with a personal cellular phone and is not intended to cover the total cost of a cellular phone service plan. Stipend costs shall be funded by the requesting department.
- 2.3.2** Qualified employees are eligible for a \$45 monthly stipend for cell phone service that meets the requirements of this policy.
- 2.3.3** The college shall assume no responsibility for terminating a cellular service plan/contract with a cellular service carrier if an employee's service to TCC changes (such as moving to a different position for which no qualification for a cellular service plan stipend is stated in the job description), or concludes for any reason.
- 2.3.4** The employee receiving a stipend shall be responsible for the selection, purchase, and maintenance of a cellular phone and a service plan that meet the requirements defined in section 2.1 of this policy.
- 2.3.5** The college shall assume no responsibility in the event the cellular phone is damaged, lost, or stolen. However, an employee receiving a stipend must report a lost or stolen cellular phone to the supervisor as soon as the loss becomes apparent. To continue receiving the stipend, the employee must replace the lost or stolen wireless device with a comparably capable device/service plan within a reasonable period of time, normally no more than five (5) working days.
- 2.3.6** An employee is prohibited from collecting a monthly stipend when his/her cellular phone is no longer active or needed for the performance of the approved college business purposes.
- 2.3.7** Any employee who receives a monthly stipend shall be required to have the pertinent contact information (i.e., phone number) published or distributed for TCC business purposes, including registration in the college's emergency notification system, the *TCC Alerts*. The employee may be required to provide detailed monthly cellular service plan bills to the Director of Fiscal Services upon request.

2.4. College-Owned Portable Wireless Internet Device (Cellular Hotspot)

- 2.4.1** If an employee or a group of employees need to perform college business activities frequently in an environment where no wireless connection is available, a portable cellular Internet device (cellular hotspot) may be requested. This college-owned cellular hotspot is for shared use by employees in a department or other operating unit.
- 2.4.2** The college-provided cellular hotspot devices shall be used only for the conduct of college business.

2.4.3 The cellular hotspot device carries an initial one-time equipment cost as well as a recurring monthly service plan charge. These costs are to be funded by the requesting department.

2.5. Incidental Business Use of Personal Cellular Phone

In an instance where there is no requirement for a cellular service plan stipend in the job description but the employee is temporarily assigned to job responsibilities that meet one or more of the criteria delineated in section 2.2 above, the employee may receive a stipend for the period of time he/she is temporarily assigned.

3. Responsibilities

- 3.1** The Vice President for Finance shall develop and maintain procedures for the authorization and administration of a cellular service plan stipend that is consistent with this policy.
- 3.2** The Vice President for Information Systems shall develop and maintain procedures for the authorization and administration of college-owned cellular hotspots that are consistent with this policy.
- 3.3** The supervisor and respective Executive Staff member shall immediately inform the Director of Fiscal Services if an employee receiving a stipend terminates or transfers or the employee's duties no longer require cellular service.
- 3.4** Each employee to whom a stipend for cellular service plan is issued shall read and agree to the provisions of this policy.
- 3.5** Each employee to whom a college-owned cellular hotspot is issued shall read and agree to the provisions of this policy.
 - 3.5.1** The employee shall be responsible for the security of the device.
 - 3.5.2** The employee shall also be responsible for ensuring that the use of the college-owned device is limited to those purposes authorized by this policy.

4. Procedures

The following procedures must be used to authorize the issuance of stipends or college-owned cellular hotspot and to manage those devices.

4.1. Implementation

The changes reflected in this revision of the policy shall be implemented in a deliberate, thoughtful manner. Changes in the amounts of stipends currently being received by employees shall be effective with the first pay period of fiscal year 2016, i.e., June 25 through July 9, 2015. Stipends and other costs of wireless devices newly authorized for college employees on/after June 25, 2015, shall be charged to the respective departmental operating budget account.

- 4.1.1 By June 1, 2015, supervisors shall review the job responsibilities of their direct reports who currently receive cellular service stipends and, if appropriate, revise their respective job descriptions to reflect qualification for a cellular service plan stipend according to the criteria in section 2.2 above.
- 4.1.2 If the employee's job responsibilities meet one or more of the criteria stipulated in section 2.1 above, the employee shall be eligible to continue to receive a stipend as described in section 2.2 and 2.3 above.
- 4.1.3 If the employee's job responsibilities do not meet the eligibility for a cellular service stipend, the supervisor shall complete and submit the Cellular Service Plan Stipend Add/Delete Form ([Appendix A](#)) to the Office of Fiscal Services by June 5th 2015.
- 4.1.4 The Office of Fiscal Services shall implement the changes in employees' cellular service stipends resulting from this revision of the policy effective with the pay period beginning June 25, 2015.
- 4.1.5 Upon evaluating the business need, a department head may submit a request for a cellular hotspot to the Office of Information Systems using the Cellular Hotspot Request Form ([Appendix B](#)).

4.2. Request and Authorization for a Cellular Service Plan Stipend

- 4.2.1 Upon determining that an employee's job requirements meet one or more of the criteria specified in section 2.2 above, the supervisor must update the position's job description to include qualification for a cellular service plan stipend, and complete a Cellular Service Plan Stipend Add/Delete Form ([Appendix A](#)). The supervisor must submit the completed form along with the modified job description to the respective Executive Staff member for review and approval.
- 4.2.2 In the event that an employee is hired into a position for which a cellular plan stipend has been approved and documented in the job description, the supervisor shall complete the Cellular Service Plan Stipend Add/Delete Form ([Appendix A](#)) as part of the onboarding process. The completed form and job description shall be forwarded to the supervising Executive Staff member for review and approval.
- 4.2.3 Upon approval of the supervising Executive Staff member, the form, together with the attached job description, must be routed to the employee for signature to agree to the provisions of this policy.
- 4.2.4 The employee must then forward the form with a copy of the job description to the Director of Fiscal Services who shall coordinate payment of the stipend. (The original of the signed job description is forwarded to the Office of Human Resources.)
- 4.2.5 The Director of Fiscal Services will notify the employee when the stipend goes into effect.

4.3. Request and Authorization for a Cellular Hotspot

- 4.3.1** Upon determining the business need as described in section 2.4, a college department or operating unit supervisor may request a cellular hotspot for shared use. The supervisor will complete and submit the Cellular Hotspot Request Form ([Appendix B](#)) to the respective Executive Staff member. If approved, the request form will be forwarded to the Vice President for Information Systems.
- 4.3.2** The Vice President for Information Systems will act as the final reviewer for all cellular hotspot requests and will coordinate through the Office of Information Systems the acquisition and deployment of the device. When approved, the requester will be informed by email and must use the form in [Appendix C](#) to obtain the device from the Manager of Voice Services in the Office of Information Systems.
- 4.3.3** The Office of Information Systems will maintain a pool of five cellular hotspots for loan to college departments or operating units for short-term temporary use. The Manager of Telecommunication Services in the Office of Information Systems must maintain the loaner units and manage the lending operation. The Cellular Hotspot End User Agreement ([Appendix C](#)) is to be used to obtain a short-term loaner unit.
- 4.3.4** The Manager for Telecommunication Services in the Office of Information Systems shall maintain a listing of all authorized cellular hotspot users and manage the loaner units.

4.4. Review of Cellular Service Plan Stipend Authorizations

- 4.4.1** If an employee receiving a stipend terminates or transfers, is no longer eligible for a stipend, or no longer has cellular phone service, the supervisor and respective Executive Staff member must complete and submit the Cellular Service Plan Stipend Add/Delete Form ([Appendix A](#)) and the revised job description to the Director of Fiscal Services.
- 4.4.2** Quarterly, a listing of cellular phone service stipend recipients will be forwarded to respective Executive Staff members asking for verification of continued stipends for designated employees.
- 4.4.3** Annually, the supervisor must review the cellular phone service stipend section in the employee's job description for business need based on the job duties and ensure that each employee's job responsibilities continue to meet one or more of the qualifying instances stipulated above in section 2.2 and that the authorized services are still appropriate.

4.5. Periodic Review of Cellular Hotspot Authorizations

- 4.5.1** Sixty days prior to the renewal of the service contract for a cellular hotspot, the Manager of Telecommunication Services must notify the requester to submit a new request using the Cellular Hotspot Request form in [Appendix B](#); otherwise, the service contract will be terminated.

4.5.2 If the requester terminates or transfers, it is the responsibility of the supervisor to recover the issued cellular hotspot and return it to the Manager of Telecommunication Services promptly.

5. Definitions

Cellular Hotspot. A cellular hotspot is a mobile device works over the cellular communication network and provides Internet access to the end point devices such as laptops and tablets via WiFi connections. The device contains a WiFi router and can support simultaneous connections up to five end point devices. An example is the Verizon JetPack™. A cellular hotspot supporting the 4G-LTE cellular network can provide Internet connection speed up to 15Mbps.

6. Reference

None.

7. Review Periodicity and Responsibility

The Vice President for Finance and the Vice President for Information Systems shall review this policy together annually on the anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This policy is effective upon its approval by the College President on April 23, 2015.

Policy Approved: <u>Edna V. Baehre-Kolovani, Ph.D.</u> President	Procedure Developed: <u>Phyllis Milloy</u> Vice President for Finance <u>Robin Ying</u> Vice President for Information Systems
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9. Review and Revision History

The initial version of this policy was approved February 3, 2011.

- Revision 1 updates the administration procedures for the cellular phone stipend and provides guidance for the issuance of college-owned cellular hotspots.

Approved April 23, 2015 by President Edna V. Baehre-Kolovani.

APPENDIX A
TIDEWATER COMMUNITY COLLEGE
CELLULAR SERVICE PLAN STIPEND ADD/DELETE FORM

Section 1: Stipend Recipient Information

Employee Name (print): _____ Employee ID: _____
Department: _____ Office Phone: _____
Position Number: _____ Cellular Phone: _____

Section 2: Stipend Action (Check only one) Add Delete

Justification: (attach stipend recipient's job description if adding)

Comments: _____

Account (AIS Code) to which stipend shall be charged: _____

Supervisor Signature: _____ Date: _____
Supervisor Name (print): _____

Executive Staff Member Review Approved Disapproved
Executive Staff Member Signature: _____ Date: _____
Executive Staff Member Name (print): _____ Phone: _____

Section 3: Employee Comments

- I have read and agree to the provisions of TCC Policy 5101 regarding cellular service plan stipends and agree to be available for calls during times specified by management.
- I acknowledge that my position's job responsibilities do not qualify for a cellular service plan stipend and mine will be cancelled.

Employee Signature: _____ Date: _____

Section 4: Director of Fiscal Services

Form received on _____ Action completed on _____

Comments: _____

**APPENDIX B
TIDEWATER COMMUNITY COLLEGE
CELLULAR HOTSPOT REQUEST FORM**

Section 1: Requesting Department Information

Department Name: _____

Requester Name: _____ Phone: _____

Cellular Hotspot Recipient Name: _____ Employee ID: _____

Section 2: Business Purpose

Section 3: Supervisor Review

Approved Disapproved

Account to which hotspot shall be charged: _____

Supervisor Signature: _____ Date: _____

Supervisor Name (print): _____ Phone: _____

Section 4: Executive Staff Member Review

Approved Disapproved

Executive Staff Member Signature: _____ Date: _____

Executive Staff Member Name (print): _____ Phone: _____

Section 3: Vice President for Information Systems Review

Approved Disapproved

VPIS Signature: _____ Date: _____

VPIS Name (print): _____ Phone: _____

APPENDIX C
TIDEWATER COMMUNITY COLLEGE
CELLULAR HOTSPOT END USER AGREEMENT

I hereby certify that I have read and understand the Tidewater Community College Wireless Communication Devices and Stipends Policy.

I acknowledge and will comply with the following:

- A college-owned cellular hotspot is intended for college business purposes only. Incidental and occasional use of the device for personal (not job-related) use is permitted. However, personal use shall not include the conduct of business associated with a non-TCC job or self-employment.
- I will notify my supervisor and the Manager for Telecommunication Services in the Office of Information Systems in the event my cellular hotspot device is lost, stolen, or inoperable.
- I will notify my supervisor and the Manager for Telecommunication Services in the Office of Information Systems if my cellular hotspot device is no longer needed for my job responsibilities.
- I have read and agree to the provisions of TCC Policy 5101 regarding wireless communication devices and stipends.

Cellular Hotspot Serial Number: _____

Time Period: **Long Term:** Issue Date: _____

Service Contract Expiring Date: _____

Short Term Loaner: Issue Date: _____

Return Date: _____

Employee Name (print): _____

Employee ID: _____

Department: _____

Phone: _____

Employee Signature: _____

Date: _____

Manager of Telecommunication Services Signature: _____

Date: _____