NNU Mobile Device Policy

Approved by TAG (Technical Advisory Group)
Effective January 1, 2010

Revision Dates:
1.0……April 16, 2012
NNU Mobile Device Policy

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NNU Mobile Device Policy

Policy Purpose

- The policies and procedures that follow regarding mobile devices on campus have been adopted in conjunction with the budget in order to regulate the distribution of mobile device allowances to employees.

- This policy is distributed so the Northwest Nazarene University (NNU) community remains informed about the applicability of policies and federal regulations concerning mobile device usage and costs for work at NNU.

- This policy is designed to protect the employee and the Institution in regards to tax law implications.

Mobile Device Allowance

Phone Service

- The University allowance no longer covers expense for basic voice minutes for cell phones.

Data Plan Service

- Employees who require a data plan to do their job will receive a monthly taxable allowance of up to $30.

- Not more than one mobile device will be authorized for one person for a mobile device allowance.

Text Messages

- Employees whose work requires text messaging will receive an additional monthly taxable allowance of up to $10.

Additional Allowances

- Employees whose work requires a plan that exceeds the basic allowance may request an additional allowance through their supervisor for approval by the Vice President of their sector. Employees will be required to justify their requested plan by submitting three months of phone bills when the allowance is approved annually.

Maximum Allowance

Irrespective of the service plan allowances in the section above, the maximum monthly allowance to the employee will be no more than $60 per month unless additional amounts are recommended by the VP and approved by the President or his designee.

Phones, Smart Phones, and PDAs

Phones / Devices

- The mobile device will be the sole responsibility of the employee. Employees requiring a data connection will receive an additional allowance of $50 one-time only. Future replacements will be the sole responsibility of the employee.

- Devices currently owned by Northwest Nazarene University will become the property of the employee after two years of service and are considered to be without value.
Service Providers and Contracts

- Employees may choose a service provider based on their own personal preferences, however, it is recommended that employees be aware of special discount relationships that are held with NNU and cell phone companies. These relationships are outlined on the NNU website at: http://www.nnu.edu/cellphones. If an employee knows they will communicate often with others on our campus, that employee should locate a mobile device plan to take advantage of mobile to mobile plans if possible.

- Service providers may offer contracts that require different lengths of commitment. It is the sole responsibility of the employee to make that commitment. If employment ends with NNU prior to the end of contract with the phone service, the employee will be required to fulfill their contractual agreement with their carrier.

Eligibility

- Positions eligible for consideration for a mobile device allowance are positions that are routinely required to be available after normal work hours, whose position requires the employee to spend a considerable amount of time outside her/his work area during normal working hours, or who is required to have regular access to telephone and/or internet connections.

- Mobile device allowances are not considered to be an employee benefit.

Authorization and Payment

Authorization for Allowance

- The Supervisor and Vice President must authorize the initial allowance plan by completing the “Mobile Device Allowance Application” form, which can be found at http://www.nnu.edu/cellphones. After the first year, the renewal approval can be made by the supervisor.

- Payment of mobile device allowances will come from departmental budgets and must be approved by the budget supervisor. The allowance will be included in the authorized employee’s monthly paycheck.

- Mobile device allowances may be considered taxable by the Internal Revenue Service.