

# CELLULAR PHONE PROCEDURE

(Forms available on campus server)

## General Policy

In order to ensure availability of communication while conducting business, the District is adopting three options for using cellular phones.

- Option # 1:** Use a personal cellular phone for business and receive up to a \$50 monthly stipend. This is considered taxable income and will be included in the employee's W-2 for tax reporting.
- Option # 2:** Be reimbursed for the business use of a personal cellular phone. It will require the submission of the detail monthly billing statement highlighting business-related calls. Reimbursement under this option is not taxable.
- Option # 3:** Obtain a District-owned cellular phone for business use only. This will require a monthly submission of a report indicating that the phone was used strictly for business. The cost of personal calls made using a District-owned phone will be paid to the District.

## Scope

This procedure will be used by all employees of the North Orange County Community College District (NOCCCD). This includes Cypress College, Fullerton College, and the School of Continuing Education.

## General

Communication is vital to the daily operation of a school district. At NOCCCD, quick access by telephone must be available to certain employees due to the nature of their assignment. This includes the Chancellor's executive staff, members of the emergency response groups, employees "on-call" after normal business hours, employees away from their normal work stations and is necessary mostly for emergency calls.

These guidelines were also designed to conform to the requirement of the Internal Revenue Service of strictly monitoring business calls and personal calls while using District assets.

This procedure does not apply to student workers, part-time, or temporary personnel that do not have a compelling reason for using a cellular phone.

The Vice-Chancellor, Finance & Facilities, has the ultimate authority in interpreting and administering the District Cellular Phone guidelines.

## Procedure

### **Option # 1- Cellular Phone Allowance**

A cellular phone allowance may be requested by submitting a **Request for Cellular Phone Allowance form**. This form states the business need for the allowance and must be approved by the immediate supervisor and forwarded to the District or campus Business Officer and Chancellor's Staff for review and finally to the Vice-Chancellor, Finance & Facilities, for approval. Upon approval, the form is sent to the Payroll Department for processing. The allowance will be included in the monthly paycheck and in the employee's W-2 as additional income. It will be the responsibility of the employee to advise the Payroll Department in writing

(with a copy to the supervisor) if the allowance is no longer needed due to a change in assignment. The employee's cost center will be charged for the paid allowance.

The amount of the allowance will be reviewed annually for adequacy and any change will be communicated accordingly.

### **Option # 2 – Reimbursement for Business Use of a Personal Cellular Phone**

Employees may be reimbursed for the business use of their personal cellular phones. They are, however, responsible for settling their obligations with the telephone carrier. The reimbursement will only be for the business portion of charges exceeding the plan maximum minutes. Reimbursement shall meet the following conditions:

1. Submit a **Cellular Phone Reimbursement Calculation** form. The form provides the steps on how to calculate the business portion of the billing;
2. Attach a copy of the monthly billing statement with the business calls highlighted;
3. Attach an approved petty cash voucher that includes the cost center to be charged.

### **Option # 3 – Obtain a District Owned Cellular Phone**

Employees requiring the use of a District-owned cellular phone must fill out the **Request for District Cellular Phone**. This form requires the justification for the request, approved by the Budget Officer, and forwarded to the Chancellor's Staff for action. Once the approval has been obtained, the requesting employee will arrange to complete two (2) purchase requisitions, one for the purchase of the desired unit and one for the monthly service plan. The District Purchasing Department will arrange to have three (3) corporate-shared plans for each location (*Verizon, Sprint/Nextel, and AT&T*). It is recommended that each location select one carrier in order to maximize on the volume discount. Upon receipt of the unit, the requestor will be notified to pick-up the unit and The **Cellular Phone Checkout Sheet** completed by District Purchasing as the unit is issued to the employee. The **Cellular Phone Checkout Sheet** will be forwarded to the respective Budget Officer who will follow their adopted method of tracking cellular phones, until these are eventually returned.

### **Loaner Phones**

The Campus/District Budget Officer will have extra units available to be checked out for short-term use (up to a few days). The **Temporary Use of Cellular Phone Checkout Sheet** will be used to monitor temporary use of cellular phones. These units will be used solely for business purposes.

### **Appropriate use of District Cellular Phones**

It is expected that employees using District-owned cellular phones do so in a responsible and ethical manner. The following should be observed:

1. District-owned cellular phones are the property of the District and should be treated, used, and safeguarded as such. If an employee damages or loses a District-owned unit, it must be reported to their respective Business Officer immediately;
2. Employees should not use the cellular phones for illegal transactions, harassment, or obscene behavior in accordance with other existing District policies;
3. All costs associated with issued cellular phones will be charged to the appropriate cost center. Monthly itemized billings will be sent directly to the District and will be forwarded to the respective unit Budget Officer who will review the charges;

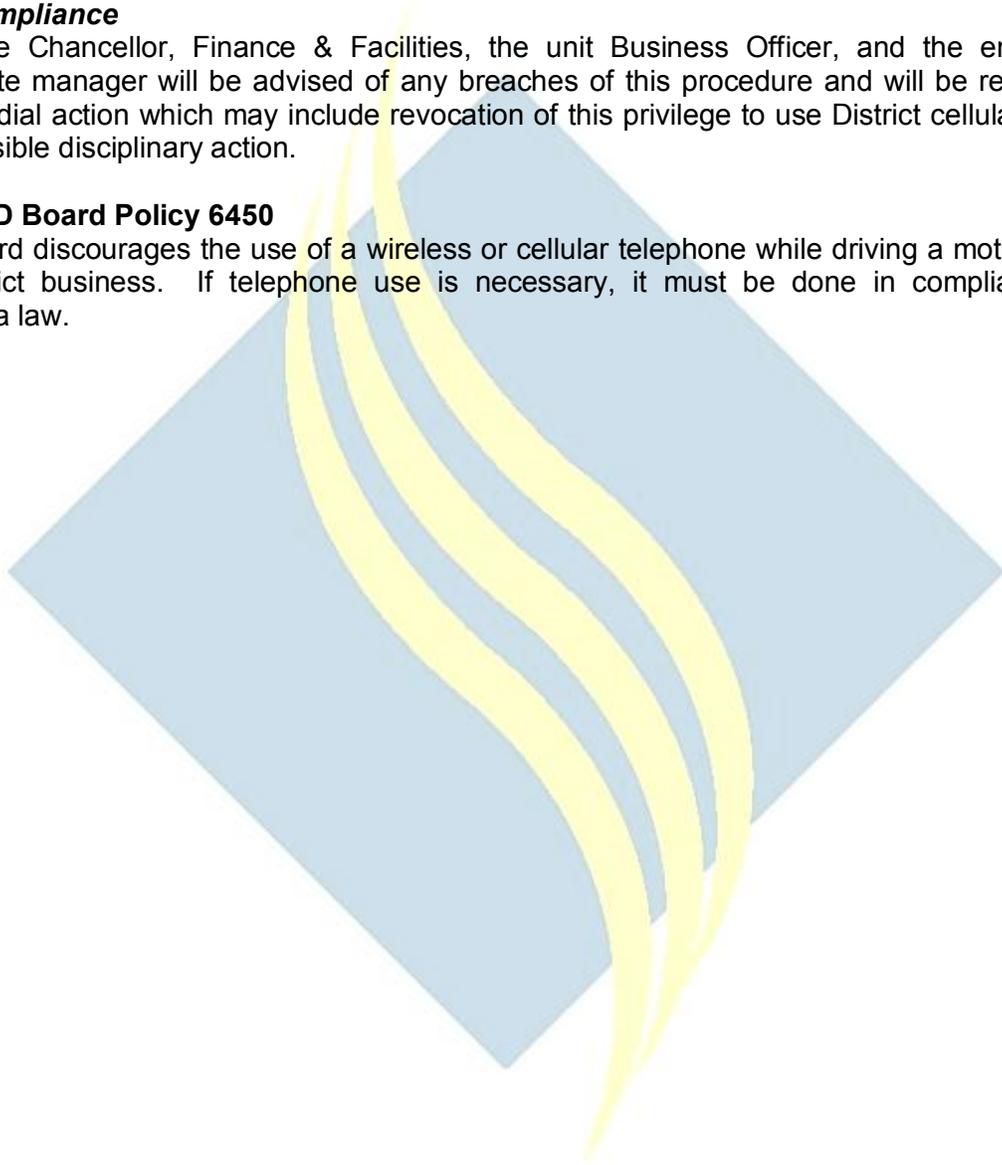
4. These cellular phones are to be used for business. If personal calls are made from these units, employees will be required to reimburse the District for the personal use portion. Monthly, each employee will be required to fill out the ***Personal Use of District Cellular Phone*** form whether personal calls are made or not. This, along with the itemized monthly billing statement, will be sent to the respective unit Budget Officer for review. This is to satisfy the recordkeeping requirement of the Internal Revenue Service.

***Non-Compliance***

The Vice Chancellor, Finance & Facilities, the unit Business Officer, and the employee's immediate manager will be advised of any breaches of this procedure and will be responsible for remedial action which may include revocation of this privilege to use District cellular phones and possible disciplinary action.

**NOCCCD Board Policy 6450**

The Board discourages the use of a wireless or cellular telephone while driving a motor vehicle on District business. If telephone use is necessary, it must be done in compliance with California law.



## REQUEST FOR CELLULAR PHONE ALLOWANCE

Name: \_\_\_\_\_

Banner ID #: \_\_\_\_\_

Department/Area: \_\_\_\_\_

Date Requested: \_\_\_\_\_

New Request:       Yes                       No

Justification:

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### **APPROVALS:**

\_\_\_\_\_  
Immediate Manager Date

\_\_\_\_\_  
Budget Officer Date

\_\_\_\_\_  
Chancellor's Staff Member Date

\_\_\_\_\_  
Vice Chancellor, Finance & Facilities Date

## CELLULAR PHONE REIMBURSEMENT CALCULATION

(Limited to business portion of charges exceeding the telephone maximum minutes)

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Billing Date: \_\_\_\_\_ Cellular Number: \_\_\_\_\_

Per North Orange County Community College District Policy, I am requesting approval of reimbursement for the use of my personal cellular phone for District/College business. I use my cellular phone for: Describe the types of calls that may be made for District/College business, i.e. *“Inquiry on the progress of projects with contractors, notification of probable risk or injury, and for notification of Executive Management in relation to business related incidents as well as other general District/College business purposes. Due to the critical and time-sensitive nature of my assignments, wireless communications are often necessary.”*

I understand that reimbursements for such expenses must follow the current District cellular policy guidelines and procedures, that reimbursement requests may be limited or denied at any time by the District. I recognize that any records submitted to the District are available as public documents.

1. Print your Name, Department, Billing Date, and Cellular Number above;
2. Attach the monthly Cellular detail usage report and highlight all business related calls;
3. Complete the boxes below to determine what, if any, reimbursement is needed;
4. Sign and date on the line below. (Since signatures can be hard to read, be sure to print your name at the top of this form.)
5. **Send to District Accounts Payable With the Following:**
  - This original form, completed, signed, and dated;
  - Cellular Detail Usage report highlighted for business calls;
  - An approved Petty Cash Voucher.

(A)	(B)	(C)	(D)	(E)	(F)
Maximum Number of Minutes in Monthly Plan	Number of Minutes in Excess of Monthly Plan	Minutes in (B) Used for Business Purposes	Calculate Percentage $C / B = \%$	Amount Billed in Excess of Monthly Maximum	Calculate Amount to be Reimbursed $E \times D = \$$

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Date:

To: *NOCCCD Chancellor's Staff*

From: *Your Name or Your Manager's Name*

Subject: **Request for District Cellular Phone**

I am requesting that a District Cellular Phone(s) be assigned to \_\_\_\_\_. Explanation of why a District cellular phone is needed and role individual plays in emergency situations. Please be as descriptive as possible or your request may be disapproved due to insufficient information.

District cellular phones are used solely for business and should there be a pressing need to use it for personal reasons, the District will be reimbursed for any personal calls. I also understand that the Personal Use of District Cellular Phone form will be completed and forwarded to Accounts Payable monthly in order to meet strict requirements of the Internal Revenue Service.

\_\_\_\_\_  
*Department Head*

\_\_\_\_\_  
Date

Approved

Disapproved

\_\_\_\_\_  
*Chancellor's Staff Member*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Vice-Chancellor, Finance & Facilities*

\_\_\_\_\_  
Date

## CELLULAR PHONE CHECKOUT SHEET

Checkout Instruction List	Needed Information
<p>1) Phone number to be assigned. Is voicemail enabled? Password? Is text messaging enabled? ID?</p>	<p><u>Area Code</u> <u>Phone Number</u></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No      <u>Enter Password</u></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><u>Enter ID</u></p>
<p>2) Assigned provider and equipment at time of assignment.  ESN &amp; other ID #'s. These will be on the device, usually behind the battery.  Document any accessories such as a case, type and number of batteries, etc.</p>	<p><u>Service Provider</u></p> <p><u>Model/Type</u></p> <p><u>Enter ESN</u></p> <p><u>Enter SIM</u></p> <p><u>Enter Accessories</u></p>
<p>3) Name of the person who will be responsible for this phone, and their extension number. Usage reports will be issued to the person named here. <i>Policy at the time of check-out states reimbursement for personal use is calculated by percentage.</i></p> <p><i>Example: If 20% of total minutes were for personal use, assigned user reimburses 20% of monthly billed amount for this phone to the College/District.</i></p> <p><i>Plans are selected and assigned according to what is best for the College/District as a whole.</i></p>	<p>Name: _____</p> <p>Extension: _____</p>
<p>I have received a copy of NOCCCD's Cellular Policy. I am aware that the current policy states that personal calls must be reimbursed to the College/District. I understand that I am responsible for this equipment until returned to the College/District.</p>	<p style="text-align: center;">_____</p> <p style="text-align: center;">Signature</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Date Assigned: _____</p>

**Upgrades/Changes – The College/District must be notified prior to any upgrade or change of equipment. A new Checkout form must be completed for any change of equipment.**

## PERSONAL USE OF DISTRICT CELLULAR PHONE

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Billing Date: \_\_\_\_\_ Cellular Number: \_\_\_\_\_

1. Print your Name, Department, Billing Date, and Cellular Number above;
2. Review the attached Cellular Usage Report and mark any personal calls;
3. Complete the boxes below to determine what, if any, payment to the District is necessary;
4. Make a check payable to North Orange County Community College District for any reimbursement amount due in **(E)**;
5. Sign and date on the line below. *(Since signatures can be hard to read, be sure to print your name at the top of this form.)*
6. **Send to Accounts Payable MONTHLY:**
  - This original form, completed, signed, and dated;
  - Monthly Cellular Usage activity report highlighted for any personal calls. If none, please indicate in **BOLD** print that all calls are business related;
  - If applicable, personal check made out to NOCCCD for the reimbursement amount due.

100% District/ College Usage?	(A)	(B)	(C)	(D)	(E)
If Yes, Skip to E and Put 0	Number Of Minutes Used On Personal Calls	Total Cellular Minutes Used	Total Cellular Expense	Calculate <u>Percentage</u> A / B = %	Calculate Amount To Be <u>Paid</u> C x D = \$
YES <input type="checkbox"/> NO <input type="checkbox"/>					

Signature: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

