

Lake Region State College
Policy and Procedure Manual

SECTION 400.37

CELL PHONE

Lake Region State College recognizes that employees' performance of certain job responsibilities is enhanced by access to cell phones. If an LRSC cell phone and data plan are not provided, LRSC allows, but does not require, a department to pay an employee a taxable monthly payroll amount to defray expenses for business use of their personal cell phone. In some cases, an employee does not have an LRSC-owned cell phone and does not receive a monthly payroll amount but incurs business expenses on behalf of LRSC. LRSC may reimburse an employee for the costs exceeding the employee's personal plan if business usage causes the excess charge and the reimbursement does not occur on a regular basis.

1. This policy outlines the use of cell phones for authorized employees of LRSC.
2. To comply with state policies while providing faculty and staff with the equipment they need to carry out their responsibilities.
3. Related Documents/Polices:
 - a. Office of Management and Budget Policy 523: Cell Phones.
 - b. NDCC 54-06-26: Use of state telephones by state officials and employees.
 - c. NDUS Procedure 1901.2
 - d. SBHE Policy 801.1: Mobile Phones and Other Mobile Computing Devices; Restrictions on use of State Phones.
 - e. Lake Region State College Fraud Policy
4. Procedures:
 - a. Stipend Plan
 - i. LRSC employees who meet the eligibility requirements for business use will be given a taxable allowance, depending on type of service, to cover a portion of a personally owned cell phone plan. Eligibility requirements are:
 1. The employee is required, as part of the job, to be readily accessible for frequent contact with college administrators, faculty, staff, or students; and
 2. The requirement for accessibility extends to considerable time away from campus, involves on-call responsibilities, or the employee's job limits his or her access to regular land-line telephones or data/Internet access that would satisfy the required business communication needs; and
 3. A strong business case can be made that supports the college incurring the cost of the service.

The employee must retain an active cell phone plan and/or data plan as long as the allowance is in place. The employee agrees to notify their department head within five (5) days if he/she no longer meets eligibility requirements, fails to replace non-working, damaged, or lost devices, selects a lower-priced plan or fails to maintain a plan. Because the cell phone device is owned personally by the employee and the allowance provided is based on business use, the employee may use the cell phone and/or data plan for business and personal purposes, as needed. The employee may, at his or her own expense, add extra services or equipment features as desired. The available options for stipend plans are based on the type of cell phone plan and/or estimated business usage. The cost of the plan will be paid from the employee's department budget.

4. Voice and Text Plan – reimbursement of \$20.00
5. Voice and Data Plan – reimbursement of \$30.00

- b. Essential Employee Plan - LRSC employees that are required to carry a cell phone at all times to maintain critical infrastructure of the college will be provided a LRSC issued cell phone and plan. The employee's office phone will be forwarded to their LRSC issued cell phone when off campus, unless prior arrangements have been made with their supervisor. These individuals include:
 - i. President
 - ii. Physical Plant Director
 - iii. 2 Physical Plant Department Shared Phones
 - iv. CIO
 - v. Network Specialist
 - vi. Assistant Housing Director
 - vii. 1 Resident Assistant Emergency Phone
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History

Administrative Council Approved 5/8/16

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