



Policy Owner
Vice President and Chief
Financial Officer/Treasurer

Policy Contact
Controller

Date Revised:

Related Policy:
[Business Expense Policy](#)

Effective Date:
12/1/2016

Policy Statement

This policy is applicable to all Bentley University faculty and staff.

This policy will establish the standards under which employees whose job duties include the frequent need of a cell phone may receive supplemental pay, in the form of a cell phone allowance, to cover the business-related use of a personally owned cell phone.

Definitions

Personally owned cell phones are phones that the employee owns, but that are also used for business purposes.

University owned cell phones are phones that the University owns and the employee uses for business purposes only. This includes departmental cell phones that are shared phones and are turned in by each employee at the end of his/her shift.

Discussion

The appropriate Department Head and Vice President may authorize a cell phone allowance for employees who are required to use their personal cell phone for University business. Simple convenience is not a criterion for a cell phone allowance.

An allowance may be authorized if at least one of the following criteria is met:

- 24/7 access employees: Day to day job responsibilities require routine response to urgent (immediate action required) University business at any time of the day or night.
- Mobile employees: The job function of the employee requires considerable time outside of their assigned office or work area and



it is important to the University that they are accessible during those times.

- Frequent travelers (defined as at least 30 travel days per year)
- Other business cases proposed and justified by direct supervisor and approved by the Division VP

Allowance program for personally owned cell phones

The recommended dollar allowance is \$50 per month based on individual job requirements. A Vice President may approve other amounts.

- A. The Cell Phone Allowance Request Form must be approved by the employee's Manager/Academic Chair and respective Vice President.
(See Appendix A)
- B. Bentley will pay an approved fixed amount even if the actual monthly cell phone costs exceed the allowance. The allowance is not intended to fund the cost of the device or pay the entire monthly bill and is paid as taxable compensation to the employee.
- C. Mobile phone equipment, accessory and app costs are the responsibility of the employee; the employee is responsible for any loss, theft, or damage.
- D. The employee will pay all bills and fees and accept full financial responsibility for the device and the service plan, even if employee terminates employment with the University. Service problems will require that the employee work directly with the service provider for resolution. Bentley will not accept any liability for claims or disputes between the services provider and the employee.
- E. IT will support Smartphone users by providing settings for email, calendar functionality, and similar services. Bentley Information Technology, Help Desk or Procurement will not be authorized to deal with third-party providers for issue resolution/disputes.



- F. Department Heads and Vice Presidents are responsible for the annual review of employee business-related cell phone use and will determine if existing cell phone allowances should be continued as-is, changed, or discontinued.
- G. The allowance will be terminated upon (i) employee separation, (ii) on the date the supervisor determines it is no longer needed for University business, or (iii) on the date the employee terminates cell phone service, whichever is earlier.
- H. This allowance does not increase the employee's base salary and will not be included in the calculation of any University benefits. This allowance is subject to all applicable taxes.

University Owned Cell Phones

The University will provide cell phones and pay for the plan in instances approved by the Treasurer or AVP for Finance. This includes departmental cell phones that are shared phones and are turned in at the end of each shift or phones that are strictly used for University business (e.g., Campus Safety).

When the University is providing the communication equipment/service, the lowest cost option available to accommodate the particular business need shall be utilized.

University owned phones must be used until the device is no longer physically usable, is unable to run required software or operating systems, or must be upgraded for other technical reasons.

Other cell phone reimbursements:

- A. Reimbursement for infrequent, extraordinary business use of a personal device for an employee may submit an expense report with proper supporting detail seeking reimbursement of the cost in excess of their normal monthly plan cost (e.g. excessive use during business travel). Reasonable incremental charges international phone/data uses will be reimbursed if reasonable efforts are made limit the additional charges (i.e., use Wi-Fi; purchase temporary international plans prior to travel, etc.)

Effective date and transition

All newly-hired University staff must meet specified job-based eligibility criteria to receive a cell phone allowance and will not be provided cell phones by the University.



Effective December 1, 2016, Bentley University no longer provided cell phones to employees except the University owned phones as described previously. Phones previously provided to employees became the property of the employee (at no extra cost to the employee) and Procurement transitioned cell phone charges to personal liability.

Effective April 1, 2017, Bentley University no longer directly paid any vendor for cell phones via Accounts Payable by check or P-Card, except for Bentley-owned phones.



Appendix A - Cell Phone Authorization Form

Employee Name _____

Department _____

Job Title _____

Allowance Amount _____ \$50 _____ *Other

Cost Center _____

Business Justification

(In addition to justification, any allowance >\$50 must be specifically documented)

Employee Certification:

By signing below, I certify that I have read and understand the Cell Phone Policy and the above stipend will be used toward expenses I incur for usage for a business purpose. I understand my stipend will be included on my W-2 form as taxable income.

Employee Signature

Date

Chair/Supervisor/Manager

Date

VP/Divisional Approval

Date

****The allowance should aim to cover the additional business expense of cell phone usage, not the full cost of the plan.***

Please print, complete, and forward the form to Human Resources.