



**ASSOCIATED STUDENTS, INC.  
STANDARD OPERATIONS POLICY & PROCEDURE MANUAL**

<b>POLICY:</b>	<b>Cell Phone Policy</b>
<b>EFFECTIVE DATE:</b>	<b>JULY 6, 2020</b>
<b>APPROVAL DATE:</b>	<b>JULY 6, 2020</b>

## **PURPOSE**

This purpose of this policy is to facilitate coverage for access to efficient, cost effective telecommunication services when necessary for the fulfillment of an employee's essential duties and responsibilities. In those cases, when it is warranted, Associated Students, Inc. (ASI) will provide cell phone usage reimbursement.

## **POLICY AND PROCEDURES**

### **I. Eligibility**

Eligibility for monthly usage reimbursements shall be limited to those current employees who have a legitimate business need for their role in ASI. The following are the basic criteria for establishing "legitimate business need". If an employee meets one or more of these criteria they shall be considered a viable candidate for a cell phone usage reimbursement:

1. The job function of the employee requires considerable time outside of their assigned office or work area and it is important to ASI that the employee remain accessible during those times in order to perform their job.
2. The job function of the employee requires employee to be accessible outside of schedules or normal working hours.
3. The job function of the employee job description/expectations requires cell phone access, as assigned upon hiring.
4. The employee is designated as a "first responder" to emergencies on campus.

### **II. Usage**

1. The assignment of usage reimbursements shall be authorized only when there is a demonstrated need.
2. Reimbursement will only be allocated to those with specific job description requirements and with supervisor and ASI Executive Director approval
3. The employee and supervisor will sign a Cell Phone Business Use Agreement
4. The supervisor will approve the expected job-related usage required
  - a. Occasional business related usage = \$25 (amount reimbursed)
  - b. Regular business related usage = \$35 (amount reimbursed)

- c. Occasional shall be defined as use of a device between one and two days out of the business week
- d. Regular shall be defined as use of a device between three and five days out of the business week

### III. Reimbursement

1. This reimbursement is based on the actual cost of the employee's cell phone service plan. Before the first reimbursement can be processed, the employee must submit one actual monthly bill for cell phone service and/or monthly charges for the phone line. The invoice must reflect the employee's base rate for cell phone service (and cost of text and/or data plan, if applicable). Should the employee modify, drop or change plans, they are required to notify the Associated Students, Inc. within one business week.
2. Usage coverage:
  - a. Need to contact the employee at all times for work-related emergencies
  - b. Job description requires frequent/regular contact with supervisor and/or other members of ASI
  - c. Requirement that the employee be available to speak with clients at times when the employee is scheduled away from the office or working remotely during working hours.
  - d. Associated Students will make the reimbursement for the prior month as a reimbursement via Expenditure Request Form.

### IV. Personal Use

1. The device is owned personally by the employee and may use the device for both business and personal purposes, as needed. The officer or employee may, at their own expense, add extra services or equipment features, as desired. If there are problems with service, the officer or employee is expected to work directly with the carrier for resolution. ASI will also not be liable for the loss of a personal cell phone used for business use.
2. All cell phone devices are the personal property of the employee. Changes in service for personal use are the employee's responsibility; this includes phone upgrades. In addition, the employee will retain the phone number if they separate from Associated Students, Inc.