BLINN COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

SUBJECT: Employee Cell Phone Stipend Procedure
EFFECTIVE DATE: November 15, 2011
REVISION DATE: New Procedure

Procedure Statement

Blinn College may pay a taxable monthly stipend to eligible employees for the use of an employee’s personal cell phone for college related business. Cell phone stipends should be reserved for only those employees who meet the stated criteria and have a legitimate business need. Simple convenience is not a criterion for a cell phone stipend.

Eligibility Criteria

Positions eligible for cell phone stipends are determined by the following criteria:

- The job function of the employee requires considerable time outside of their assigned office or work area and it is important to the College that they are accessible during those times.
- The job function of the employee requires them to be accessible outside of scheduled or normal work hours.
- Critical decision maker.

Approval

Employees whose positions meet the established criteria and who wish to request a monthly cell phone stipend should complete the Employee Cell Phone Stipend Authorization Form. The signature of the employee’s supervisor and/or appropriate Vice President shall be required before the form is submitted to Human Resources for payment.

General Guidelines

- All costs related to the purchase and usage of the cell phone by an employee who receives a monthly stipend shall be the sole responsibility of that employee.
- The employee will be responsible for choosing and paying for their cell phone equipment.
- The monthly stipend is taxable income; therefore, the employee will be taxed according to the regulations of the IRS code.
- The monthly stipend does not increase the employee’s base salary.
- The cell phone is personally owned by the employee and may therefore be used for both personal and business purposes.
- An employee with a cell phone stipend must maintain an active cell phone contract to receive the stipend.
- Misuse of the cell phone which is inconsistent with Blinn College policy/procedure, and/or local, state or federal laws may result in immediate cancellation of the cell phone stipend and may result in disciplinary action up to and including termination.
- The employee’s supervisor is responsible for an annual review of the business need for a cell phone stipend to determine if it should be continued. In the event it is necessary to terminate a cell phone stipend, it is the responsibility of the supervisor to notify Human Resources in writing.
• If prior to the end of a cell phone contract, a personal decision, employee misconduct, or misuse of the phone results in the need to change or end the cell phone, the employee will bear the cost of any associated contract termination fees.

**Stipend Amounts**

$35.00/month Stipend - This stipend is for moderate usage of a personal cell phone for College related business.

$65.00/month Stipend - This stipend is for routine usage of a personal cell phone for College related business and/or frequent travel.

Any other amount must be approved by the College President or the President, Brazos County Campuses, whichever is appropriate.