



Cell Phone Policy		<i>Department:</i> Accounting Department	
		<i>APP No.</i>	
<i>Department Vice President:</i> Vice President for Finance & Administration/CFO	<i>Revised:</i>	<i>Original Effective Date:</i> 7/1/2021	Page 1
<i>Subject:</i> The University provides a program to provide a non-taxable reimbursement towards the use of personal cell phone devices used for operational purposes of Linfield University.		<i>Applicable Divisions:</i> All	

PURPOSE

This policy outlines the use and reimbursement of costs for cell phones for authorized employee users. Linfield University recognizes the need for employees to utilize cell phones to facilitate effective communications for University business purposes. The University, therefore, provides a program to support the use of cell phones in connection with conducting the operations of the University that assists with the cost of operating these devices.

OBJECTIVE

Provide guidelines to employees where work responsibilities require the use of a cell phones to conduct University business, and applies to all faculty and staff of the University.

ELIGIBILITY

Personal cell phones may be an appropriate/necessary tool to conduct University business when it is demonstrated that an employee's communication needs cannot be met with other available alternatives such as a zoom telephone or computing (laptop/desktop) equipment.

Cell phone reimbursements are authorized for Linfield University employees to conduct University business based on the responsibilities associated with their positions. The following criteria will determine an employee's eligibility:

- Substantial travel for the University making use of university office telephones impractical.
- A requirement that the employee be away from their office on university business a significant portion of their time (on or off campus) and be in constant contact with the University (staff, faculty, or students).
- Providing significant support to university operations outside of normal University hours.
- Being available for university emergency calls anywhere, any time.

REIMBURSEMENT FOR UNIVERSITY USE OF PERSONAL CELL PHONE

Linfield University will provide a non-taxable cell phone reimbursement of a flat \$30 a month (regardless of usage level) to employees who qualify under the eligibility criteria.

- An employee who is approved for a cell phone reimbursement must maintain their own active cell phone contract for the life of the approved reimbursement request.
- The employee must inform his or her supervisor of the telephone number of the device. If this number changes, it is the responsibility of the employee to inform the supervisor.
- International Program Office employees who are required to make international calls may be reimbursed for the cost of those calls, at the discretion of their Vice President, up to an additional \$10 a month.
- The cell phone reimbursement is paid monthly through regular monthly payroll and is non-taxable. This reimbursement does not increase the employee's base salary and will not be included in the calculation of university benefits.
- This reimbursement is not an entitlement. The amount may be changed or withdrawn at any time.
- Any employee who receives a reimbursement is required to register their cell phone number with the University's emergency notification system.

Employees must take appropriate safety precautions when using their cellular telephone. If your job requires that you keep your cell phone turned on while driving, you must use a hands-free device. Under no circumstances should employees place calls or read or write emails or text messages while operating a motor vehicle for university business.

The reimbursement provided to employees is subject to annual review by the appropriate Vice President. Changes in employment status, reassignments and moves of employees between the divisions of the University, and job functions may affect continued eligibility for this program.

CELL PHONE REIMBURSEMENT PROCESS

Employees must complete the Cell Phone Reimbursement Request Form (see below) submitting to their respective Vice President for approval. The approved Cell Phone Reimbursement Request Form is forwarded to the Accounting Department.

The Accounting Department will validate the information on the completed and approved form. A non-taxable reimbursement will be entered into payroll for the Cell Phone Reimbursement and paid in the next regularly scheduled payroll.

Reimbursements expire in June of each year (after the June reimbursement) and must be renewed by completing a new Cell Phone Reimbursement Request form before June 30 to ensure continuous reimbursement disbursement for the next year if eligible. As with the initial request, employees submit the form to their respective Vice President for approval. The approved Cell Phone Reimbursement Request Form is forward to the Accounting Department.

Residential internet data plans are not covered under this policy and will not be reimbursed by the University.

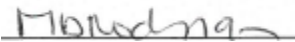
Policy Review:

This policy will be reviewed annually on July 1.

Date Issued: July 1, 2021

Date Last Revised:

Responsible Executive: Vice President for Finance and Administration



Vice President, Finance and Administration

Date: 7-01-2021

This policy is effective immediately and supersedes all previous editions.



Cell Phone Reimbursement Request Form

Employee Name _____ Date _____
Position Title _____ Linfield ID # _____
Department _____ Fiscal Year Ending: June 30, 20____
Cell Phone # _____ GL # to be charged: _____

Linfield University provides a cell phone reimbursement of \$30 a month to employees who must use their personal cell phones to conduct University business (see Cell Phone Policy Eligibility paragraph).

Any employee who receives a reimbursement is required to register their cell phone with the University's emergency notification system. If an employee uses their cell phone to access their Linfield email or calendar, Microsoft Outlook application must be downloaded and used. No other application will be supported by ITS.

This allowance expires in June of each year and must be renewed by June 30 to ensure continuous reimbursement disbursement for the next year, if eligible.

For more information on Linfield's cell phone policy, please see <https://inside.linfield.edu/accounts-payable/index.html>.

I understand and agree to the reimbursement stipulations noted above.

Signed Employee _____ Date _____

Signed Vice President _____ Date _____