

Cell Phone Allowance Policy

A. PURPOSE

This Policy provides the terms upon which employees whose job duties require them to routinely be available by cell phone. Employees will be compensated for using their personal cell phone to meet those needs.

B. POLICY STATEMENT

The Institute does not provide its employees with Institute owned cell phones for their use. Employees whose job duties require them to regularly use or be available by personal cell phone will be issued a cell phone allowance to compensate for the business use of their personal device.

C. PROCEDURES

1. Establishment and Payment of Allowance

A cell phone allowance is available based upon an employee's job duties. Individuals whose duties routinely include the following may be eligible for a cell phone allowance:

- **On-call availability:** Employee is required to be on call a majority of the time to be contacted in the event of an emergency or service need.
- **Frequent mobility:** The job requires considerable time outside the office during working hours and it is imperative to the functioning of the Institute that the employee be immediately accessible to receive and/or make frequent business calls during those times.
- **After-hours availability:** The job requires the employee to be immediately accessible to receive and/or make frequent business calls outside of working hours. Employee must be readily accessible due to the specific nature of their duties, and must be available for emergency responses and time-sensitive consultation after normal office hours.

The employee's supervisor and cabinet level supervisor must confirm, in writing, that an employee meets at least one of these criteria and must recommend that the employee receive a cell phone allowance to compensate for business use of a personal cell phone.

A request for a cell phone allowance may be made at any time during the fiscal year. Allowances are not available retroactively. All approved allowances will be processed on the first available payroll.

A cell phone allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay for purposes of calculating pay raises.

In order to receive a cell phone allowance, an employee must complete the cell phone allowance agreement and agree to the following:

- To obtain and maintain a personal cell phone and sufficient service to enable accomplishment of necessary job duties.

- That they are responsible for any loss, damage, insurance, and/or replacement of their personal cell phone.
- To promptly report to their supervisor or cabinet level supervisor any change to their cell phone number.
- Employee agrees to carry the cell phone with them, keep it charged and in operational condition as necessary to perform their job duties
- To share their cell phone number and that their cell phone number may be shared as necessary for business purposes.

2. Cell Phone Allowance

The dollar amount of the cell phone allowance is intended to compensate for only a portion of the expense of maintaining a personal cell phone and is determined based on expected use related to job duties. Tax considerations have been taken into account when determining allowance levels.

Eligible employees will receive a cell phone allowance of \$50 per month.

- Allowance rates shall be periodically reviewed by the President and the President's Cabinet.
- The allowance amount shall be included in the employee's paycheck and will appear monthly.

3. Payroll Processing

Once Human Resources approves the request to initiate the allowance, the Cell Phone Allowance Agreement Form will be returned to the employee and supervisor to inform them of the approval. The allowance amount will be processed in the employee's next available payroll.

4. Use of Phone

Use of the phone in any manner contrary to local, state or federal laws will constitute misuse, and will result in immediate termination of the cell phone allowance.

5. Use of Cell Phone While Driving

In the interest of safety, KGI employees are prohibited from using a cell phone while driving. If your job requires that you keep your cell phone on while driving, you must use a hands-free device and/or safely pull over before conducting Institute business. This policy includes while driving on behalf of the Institute in personal vehicles, campus vehicles, and carts.

6. Documentation and Review Requirements

The President and the President's Cabinet is responsible for an annual review of the list of employees receiving the cell phone allowance, to determine if existing allowances should be continued as is, changed, or discontinued, and to determine if any new allowances should be established.

7. Actual Costs for Personal Cell Phones

The Institute shall not bear any costs associated with an employee's maintenance of a personal cell phone and related service, other than an allowance approved pursuant to this policy.

8. Departmental Responsibilities

It is the supervisor's responsibility to notify Human Resources, in writing, to terminate a cell phone allowance if the employee no longer qualifies.

9. Infrequent Use of Cell Phones for Business Purposes

If an employee's job duties do not include the regular need to use a cell phone, then the employee is not eligible for a cell phone allowance. *De minimus* use of a personal cell phone for a business purpose or for personal convenience will not be reimbursed.

10. Exceptions

Exceptions to this policy may be made by the President.

11. Policy Review and Termination

The Cell Phone Allowance Policy is subject to regular review by KGI and may be altered or terminated at any time at KGI's sole discretion.