

LAKE SUPERIOR STATE UNIVERSITY PROCEDURES MANUAL

Administrative Policy

Section: Employee/Labor Relations

Section Number: 4.9.19

Subject: Cell Phone and Internet Usage and Reimbursement

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Date of Present Issue:
06/13/2019

Date of Previous Issues:
04/17/07, 04/09/07

POLICY:

In the course of carrying out job responsibilities, there may be a need for work related communications while away from the office or primary work location. Expenditures for cell phone services are allowed, if there is sufficient business related rationale,

As cell phones are becoming a preferred method for personal communications as well, it is becoming cumbersome to have separate cell phones for business use and for personal use. Therefore, Lake Superior State University will not purchase cell phones, or enter cell phone contracts on behalf of employees. The University will agree to pay a business related portion of a cell phone package purchased by an employee.

DEPARTMENTAL APPROVAL

Requests for cell phone reimbursement must be made on the Employee Cell Phone Reimbursement Agreement form ([exhibit 9.19-A](#)). The appropriate Vice President as defined within the LSSU organization chart must approve all requests.

REIMBURSEMENT STRUCTURE

When the University has agreed to pay an employee for business related cell phone usage, payment is in the form of a payroll stipend. The agreed upon stipend will be split over each of the established bi-weekly pay periods.

To determine the level of reimbursement to an employee for business related cell phone usage, the employee must determine the average number of monthly cell phone minutes that will be necessary to perform normal job responsibilities while the employee is away from the primary work location.

Reimbursement Options:

<u>Monthly Stipend</u>	<u>Average Business Related Usage</u>
\$20	100 minutes per month
\$35	400 minutes per month
\$50	Unlimited Statewide minutes per month

The appropriate Vice President must approve any other monthly reimbursement amount and attach a statement of justification.

VENDOR PREFERENCE

Because cell phone service is a contractual agreement between the cell phone service provider and the employee, the University does not recommend or prefer any particular vendor. The choice of service providers is strictly up to the individual employee. However, some vendors will offer discounts to individuals who inform the service provider of their affiliation with Lake Superior State University.

CANCELLATION

Upon termination of employment with the University, this stipend agreement will also terminate. Any such stipend will also terminate if an employee changes job positions. In such case of a change in job

positions, to establish the continued business need for a cell phone, a new Employee Cell Phone Reimbursement Agreement form is required.

INTERNET REIMBURSEMENT

For off campus Admissions Recruiters ONLY, the University agrees that there is business related need for the employee to have access to internet. The reimbursement amount of internet for off campus Admissions Recruiters is \$50 per month. For off campus Admissions Recruiters ONLY, reimbursement for internet is in the form of a payroll stipend. The appropriate Vice President must approve the Employee Internet Reimbursement Agreement form ([exhibit 9.19-B](#)).