AAUM Cell Phone Policy

This policy provides guidance regarding Alumni Association-funded cell phones for staff as defined below. When the AAUM is paying for cell phones, employees should ensure that these devices are used prudently to support AAUM business. This policy promotes prudent fiscal practices, but also allows reasonable flexibility to provide cell phones to employees when there is a legitimate business need. This policy is also intended to protect the AAUM and its employees from tax liability by ensuring compliance with the Internal Revenue Code (IRC) and its corresponding regulations.

Cell Phones, Smart Phones, etc.
The AAUM may offer a stipend to employees who have a demonstrable business need for cell phones or smart phones. This stipend is intended to cover a portion of the monthly service cost and associated hardware to a specified maximum cap per month, provided the resource is used primarily for business use.

Eligibility
Employees who meet the below eligibility criteria will receive a cell phone or a monthly stipend:

- All members of AAUM’s leadership team
- All employees at the director level
- The manager of the travel program and the assistant camp director (who are required by the nature of their job responsibilities to be accessible 24/7 in the event of emergencies)
- Employees at the manager and coordinator level who can demonstrate significant business usage of their cell phone, with the approval of the vice president supervising his/her team.

Stipends
Stipends maximize efficiencies, minimize administrative costs, as well as eliminate the burden of managing bills and the cost of insuring or replacing lost tools. Under this option, employees are responsible for purchasing the cell phone and related service contract with their personal funds.

- Those who are eligible and elect to receive a stipend because they prefer to remain on their own cell service plan will receive a monthly stipend dependent upon the level of service the employee chooses:
  - Eligible employees who elect to purchase a smart phone and subscribe to a data plan in order to be accessible by email 24/7 will be reimbursed $50 per month. This amount represents:
    - $30 per month for data service
    - $12 per month for cell service
    - $8 per month for cell phone equipment purchase
  - Eligible employees who elect to subscribe only to a cellular service plan will be reimbursed $20 per month. This amount represents:
    - $12 per month for cell service
    - $8 per month for cell phone equipment purchase

- AAUM will reimburse incremental costs associated with international calling for employees who receive a stipend and travel internationally.
Employees are responsible for maintaining their own service contracts as well as purchasing, insuring, and replacing the tools. Note that all employees are eligible for M-Card discounts on communication devices.

Employees are responsible for reporting any change in the use of cell phones from primarily business purposes to primarily personal purposes to the Director of Technology. If, at any time, the usage changes so that the device is not used primarily for business, the stipend should be stopped.

Employees should keep (or have access to) monthly invoices for a one-year period so they can be produced upon request by either a University compliance department or the Internal Revenue Service. Most cell phone providers offer online access to billing information, so you may wish to check with your provider about this service.

**AAUM-Provided Cell Phones**

The AAUM may provide cell phones directly to eligible employees. Cell phones provided under this option will not be replaced sooner than every 24 months, and AAUM may opt to use this equipment for longer periods of time. Lost or damaged cell phones may be replaced at the discretion of the AAUM.

- A Verification Statement (see Attachment A) should be completed annually by each employee who uses a cell phone covered by this policy. This statement should be completed when the cell phone is initially provided to the employee and every January thereafter.
- All devices remain the property of the AAUM and should be returned to the AAUM when no longer needed by employees or when employees leave the unit.
- AAUM’s preferred phone model is the Apple iPhone. AAUM will cover the cost of the most basic version of the current model of iPhone. An employee may request a more expensive phone (larger size, more storage capacity, etc. if he/she is willing to pay the additional cost. AAUM does not cover the cost of any phone accessories (chargers, cases, etc.).
- Employees are required to reimburse the AAUM for any monthly fees outside of the coverage noted below. AAUM does not cover cost of downloads of apps, music etc. It also will not cover directory assistance calls.
  - Unlimited nights and weekends
  - Unlimited text messaging
  - Unlimited video/picture messaging
  - Unlimited Email and data
  - Unlimited Mobile to mobile
- International service is also not covered. If you are traveling internationally please contact the IT Director 4 weeks before departure. We will review to see if we can change your cell service while you are traveling.
  - Hotspot service is not covered.
- Employees are responsible for reporting any change in the use of cell phones from primarily business purposes to primarily personal purposes to the Director of Technology. If, at any time, the volume of business usage indicates that an AAUM-provided phone is not warranted, AAUM may request that the phone be turned in (after allowing for porting of the number to another phone if desired by the employee.

Attachment A
Cell Phone Verification Statement for AAUM Provided Cell Phones

Name: ____________________________
Date: ____________________________
Title: ____________________________

Directions: Read the following terms, check the box to agree to the terms and sign the verification form. This statement will be completed when the cell phone is initially provided to the employee and every January thereafter.

- I certify that I have read the AAUM’s cell phone policy and am aware of and agree to abide by the guidelines for the appropriate use of cell phones.
- I certify that I will use the cell phone primarily for business purposes.
- I agree that I will inform the Director of Technology during this calendar year if the cell phone is no longer primarily used for business purposes or there is no longer a legitimate business rationale.
- I agree that upon termination of employment with the AAUM, I will return this device to the AAUM.
- I understand that I must reimburse the AAUM for any personal use of the device resulting in additional charges/fees.

☐ I have read and agree to the terms above.

________________________     ____________
Signature                      Date