

# Treasure Valley Community College

Code: GBJ-AR  
Adopted: 08/10/05  
Readopted: 10/14/09; 6/15/10  
Orig. Code: GBJ

## Operating Procedures for Use of College Cell Phones

This policy is to provide guidance and internal control where College cell phones are used by employees in the course of their daily College work. College paid cell phones are to be used primarily for College business with a nominal amount of personal use. This regulation is designed to encourage responsible use of College cell phones and protect the College interests as a tax supported public entity. Use of College paid cell phones and reimbursements for College business on personally owned cell phones is determined and are used at the discretion and with prior approval of the College's executive team. All College employees using a College paid cell phone, must be on the approved College plan, and are subject to these standard operating procedures.

### Automatic Review of Monthly Cell Phone Billings:

The College will use two events that will trigger an automatic review of individual cell phone use on a monthly basis:

1. Extra charges attached to the users monthly bill (above the base charges);
2. Monthly minute usage above the following levels:

Executives (President/Deans)	1,200 Minutes
Directors/Managers	1,000 Minutes
Other Users	400 Minutes

Once a triggering event occurs, any minutes or amount on the individuals bill (above the triggering threshold) that cannot be documented as being related to College business will be billed back to the user at a rate of the additional charges or billed back at a rate of \$0.10 per minute for non-college related calls above the established threshold (it is the responsibility of the user to note personal calls on their detailed bill). Charges for cell phones will be paid for by the employee utilizing a payroll deduction form titled "Phone Usage" on the next regular scheduled College payroll.

### Reimbursement Procedures:

College employees using personal cell phones for College business, where their use has been approved through the executive team, will be reimbursed up to \$20.00 per month maximum.

The Dean of Administrative Services will make final determinations on all College cell phone plans and appropriate usage. The dean also has the right to monitor such usage and revoke individual cell phones on behalf of the College which are not following the above operating procedures.