

ASI & SC Cell Phone Policy

PURPOSE

The objective of this policy is to provide guidelines for use and reimbursement of a cell phone and/or Apple watch with cell phone service, to conduct Associated Students Inc. (ASI) and/or University Student Center (SC) business.

POLICY

The ASI and SC may expend funds for the use of an ASI or SC cell phone and/or Apple watch with cell phone service, for a monthly reimbursement to an individual for using a personal cell phone and/or Apple watch for ASI and/or SC business purposes. These types of expenses are to be included in the approved annual operating budget as approved by the Board of Directors. Each user must sign the Cell Phone/Apple Watch Usage Agreement.

This revised policy was voted on and approved by the
ASI Board of Directors on 09-27-2022
SC Board of Directors on 10-06-2022

The following signatures by the ASI Vice President and SC Vice Chair verify the approval of the
ASI and SC Board of Directors:


[JC Navarro \(Oct 9, 2022 18:26 PDT\)](#)

JC Navarro, ASI Vice President

Oct 9, 2022

Date

Manuel Parreno
[Manuel Parreno \(Oct 10, 2022 09:11 PDT\)](#)

Manuel Parreno, SC Vice Chair

Oct 10, 2022

Date

ASI & SC Cell Phone Policy

Approved

ASI: 11/06/12

USU: 11/02/12

Revised: 11-2-21 (ASI) 11-4-21 (SC) & 9-27-22 (ASI) 10/6/22 (SC)

PROCEDURES:

1.0 ASI & SC Cell Phones Used for ASI and/or SC Business:

- 1.1 Cell phones distributed to an employee are the property of ASI or SC.
- 1.2 Cell phones will be returned to the ASI or SC if the employee discontinues employment.
- 1.3 Employees may request to purchase cell accessories from ASI or SC funds if the accessories enhance the functionality of the phone.
- 1.4 Employees may make and receive personal calls using their cell phone. Employees are responsible for reimbursing the ASI or SC for costs if such calls result in added charges to the monthly bill. Employees are responsible for identifying such calls on the monthly cell service bills and submitting payment through the SC Administrative Coordinator. Employees are not responsible for reimbursing the ASI or SC for personal usage, for charges otherwise free per established cell plan.
- 1.5 Employees are not to use an ASI or SC cell phone while driving unless they use a “hands-free” device designed to permit use of the phone while leaving both hands free for driving. Employees are to exercise caution and good judgment while using cell phones while driving. Failure to do so will result in loss of use of the ASI or SC cell phone.

2.0 Personal Phone and/or Apple Watch Used for ASI or SC Business:

- 2.1 The ASI & SC will allow use of a personal cell phone and/or an Apple watch with cell service, for business purposes, and will offer reimbursement as outlined in a signed Cell Phone/Apple Watch Usage Agreement with the employee.
- 2.2 If receiving reimbursements, the employee must agree to have the personal cell phone and/or Apple watch available for business use.
- 2.3 The ASI or SC will issue monthly non-taxable reimbursements to professional staff and executives for cell phone and/or Apple watch use. All ASI & SC student staff will receive a monthly taxable reimbursement for cell phone use (with an option to opt out).

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2.4 If cell phone and/or Apple watch accessibility to the employee becomes unacceptable, the ASI or SC may void this agreement with a 15-day notice to the employee.

2.5 ASI or SC will not pay for additional accessories or upgraded service plans for personal cell phones or Apple watches.

2.6 A written agreement will be entered into between ASI or SC and the employee, outlining the specifics of that employee's reimbursement. This agreement will be signed by the Executive Director and ASI Vice President of Finance or SC Vice Chair of Finance.

3.0 Cell Phone and/or Apple Watch Usage Agreement

3.1 The employee will enter into a Cell Phone/Apple Watch Usage Agreement with the ASI or SC, setting forth the terms of the reimbursement.

3.2 The employee may voluntarily choose not to enter into the Agreement and may sign a form requesting to opt out (and not receive reimbursement).

3.3 The specific amount to be reimbursed will be included in the Cell Phone/Apple Watch Usage Agreement.

3.4 The Cell Phone/Apple Watch Usage Agreement will state whether any reimbursement will be taxable or non-taxable.

4.0 Reimbursement Amounts & Employee Requirements

4.1 **Cell phone reimbursement amounts** will be determined per the schedule below:

4.1.1 **ASI and SC Student Staff** will receive \$10.00 per month as a taxable reimbursement.

Requirement:

1. During new hire orientation, each Student Assistant will complete and sign a written agreement.
2. Student Staff will be included in the ASI & SC Text Alert System for emergency purposes.

4.1.2 **Professional Staff requiring minimal business use of their cell phones to perform their job duties** will receive \$15.00 per month as a non-taxable reimbursement.

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Requirements:

1. Enter into a Cell Phone/Apple Watch Usage Agreement; and
2. Submit a monthly cell phone bill substantiating usage (to include billing period and cell phone number).

- 4.1.3 **Professional Staff requiring substantial business use of their cell phones to perform their job duties (not including social media or email tasks)** will receive \$30.00 per month as a non-taxable reimbursement.

Requirements:

1. Enter into a Cell Phone/Apple Watch Usage Agreement; and
2. Submit a monthly cell phone bill substantiating usage (to include billing period and cell phone number).

- 4.1.4 **Professional Staff requiring substantial business use of their cell phones to perform their job duties (to include social media and email tasks)** will receive \$60.00 per month as a non-taxable reimbursement.

Requirements:

1. Enter into a Cell Phone/Apple Watch Usage Agreement; and
2. Submit a monthly cell phone bill substantiating usage (to include billing period and cell phone number).

- 4.1.4 **ASI & SC Executives (ASI President and VPs and SC Chair and Vice Chairs)** will receive \$60.00 per month as a non-taxable reimbursement.

Requirements:

1. Enter into a Cell Phone/Apple Watch Usage Agreement; and
2. Submit a monthly cell phone bill substantiating usage (to include billing period and cell phone number).

- 4.1.5 Required cell phone bills *may* be submitted monthly but must be submitted quarterly at a minimum, as follows:

1st quarter: July-August-September

2nd quarter: October-November-December

3rd quarter: January-February-March

4th quarter: April-May-June

Employees not meeting the quarterly submission deadline will forfeit their reimbursement(s) for those month(s). “Retroactive” reimbursement for months not meeting the quarterly deadline is prohibited.

4.2 Apple watch reimbursement will be available as follows:

- 4.2.1 ASI and SC professional staff may receive \$10.00 per month as a non-taxable reimbursement. This reimbursement may be received in addition to the cell phone reimbursement as outlined above.

Requirement:

1. Enter into a Cell Phone/Apple Watch Usage Agreement; and
2. Submit a monthly Apple watch cell phone bill substantiating usage (to include billing period and cell phone number).

- 4.2.2 Required Apple watch phone bills *may* be submitted monthly but must be submitted quarterly at a minimum, as follows:

1st quarter: July-August-September

2nd quarter: October-November-December

3rd quarter: January-February-March

4th quarter: April-May-June

Employees not meeting the quarterly submission deadline will forfeit their reimbursement(s) for those month(s). “Retroactive” reimbursement for months not meeting the quarterly deadline is prohibited.