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Effective: July 1, 2023

## Administrative Policy CELLULAR COMMUNICATION DEVICES and SERVICES

**Approved:** February 3, 2023, President's Cabinet replaces  
September 18, 2012, President's Cabinet  
June 2, 2009, President's Cabinet  
May 8 2007, President's Executive Cabinet

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### Policy Statement

Millersville University, through a procedure authorized by the President, will provide specifically designated employees with taxable allowances deemed reasonable to offset the cost of their use of personal cellular telephones and related devices for University business purposes. This allowance does not constitute an increase to base pay and will not be included for consideration related to base pay adjustments or employee benefits.

### Purpose

The purpose of this policy is to simplify the means by which the University can benefit from employee access to cellular services while allowing a qualified employee to use the same device for both personal and University business purposes.

### Policy Application

The policy applies to Millersville University employees who are determined to be eligible for the cellular communication devices allowance, the criteria for which are set out in Attachment A of this policy. This includes positions within collective bargaining units unless otherwise prohibited by collective bargaining agreements. It applies to single user devices and does not apply to cellular devices shared among multiple employees such as those specifically assigned to University public safety officials.

### Expectations

Under this arrangement, the University's provision of an allowance for this purpose means that a qualified and designated employee is expected to acquire and maintain, in working order (through personal purchase and/or subscription/service contract), a cellular telephone device for use in the employee's performance of job duties. The University further expects the employee to provide to the University the cellular telephone number to which they are applying the allowance so that the number may be used in the conduct of University business. The dollar amount of the monthly allowance is listed in Attachment B, which is subject to annual review by the Vice President for Finance and Administration.

## **How the Program Works**

No employee should assume they are entitled to a cellular device allowance. Employees seeking allowance designation under this policy must demonstrate eligibility in accordance with criteria listed in Attachment A. The Cellular Communications Justification and Acknowledgement Form (Attachment C) must be completed by an employee's supervisor with an indication of the business reason(s) why such enhanced communication capabilities are in the University's best interest. Funding for the allowance is drawn from the budget of the unit in which an eligible employee works. Allowances may not be charged to federal or state grants or contracts unless specifically approved in the grant/contract.

To allow maximum flexibility to qualified employees, the University requires no review of the cellular-technology solution that an employee receiving the allowance chooses beyond the requirement that it meet the business need described in the justification.

The Vice President for Finance and Administration will determine final eligibility for a requested employee allowance, based on the review of the Justification and Acknowledgement Form and recommendations from an employee's supervisor and area vice president. Any appeal of the Vice President's decision may be made to the President or the President's designee.

It is the responsibility of each affected employee's department or unit supervisor to review an employee's eligibility for the allowance annually. Should an employee be deemed ineligible to receive the allowance due to a change in job duties and/or position, or an employee leaves employment at the University, the employee's department must submit a timely notice to the Office of the Vice President for Finance and Administration to discontinue the allowance.

Attachment A: Eligibility Factors

Attachment B: Functionality/Allowance Schedule

Attachment C: Cellular Communications Justification and Acknowledgement Form

**ATTACHMENT A for  
Policy and Procedure for Cellular Communication Devices and Services  
Eligibility Criteria**

**Key Management and Safety Personnel**

- Members of the President's Cabinet and the President's Leadership Council based on required availability as relates to executive management and/or emergency situations.
- Employees with responsibility for programs, services or systems that necessitate frequent and immediate communications throughout the workday and/or after-hours.

**Technical Monitoring**

- Employees required to monitor essential systems, which may include receiving text messages from such systems upon outages or conditions outside of operating standards.
- Employees who must be available immediately for service calls or troubleshooting during the workday and/or after-hours.

**Work Location**

- Employees who do not have access to other communication devices while performing job duties because the employee has no assigned office and/or a change in primary work location has occurred. Such employees are only eligible for designation if the University requires that they maintain regular contact with the institutional constituents and if cellular technologies are judged by the University to be the best options for doing so.
- Employees who are required to travel on a frequent basis and must maintain regular communication while in travel status.
- Employees performing the majority of their job duties in the field where business either cannot be conducted by a landline telephone or such would be inefficient.

**ATTACHMENT B for  
Policy and Procedure for Cellular Communication Devices and Services  
Monthly Allowance**

Title	Description	Monthly Allowance (Taxable)
Comprehensive Cellular Telephone Service	Estimated to cover a portion of unlimited talk and text	\$35

The allowance amount is included in an employee's last paycheck of each month and is subject to appropriate federal and state withholding as taxable income.

**ATTACHMENT C for  
Policy and Procedure for Cellular Communication Devices and Services  
Cellular Communication Justification and Acknowledgement Form**

<b>DATE:</b>	
<b>EMPLOYEE NAME:</b>	
<b>EMPLOYEE MU #:</b>	
<b>EMPLOYEE TITLE/FUNCTION:</b>	

I supervise the above employee, and I am writing to certify that the work he/she performs requires the higher degree of access available through cellular communications. The following factors support a cellular-communications allowance for the employee [*check/complete all that apply*]:

Key personnel	
<input type="checkbox"/>	The employee is designated among key personnel for executive management (i.e., members of the President's Cabinet and academic deans), emergency or safety purposes.
<input type="checkbox"/>	The employee supports or is responsible for programs, services or systems that necessitate frequent and immediate communications throughout the day, after-hours or while away from the office on travel.
Technical monitoring	
<input type="checkbox"/>	The employee is required to monitor essential systems, which may include receiving text messages from such systems upon outages or conditions outside of operating standards.
<input type="checkbox"/>	The employee must be available immediately for service calls or troubleshooting during the workday.
No better communication source:	
<input type="checkbox"/>	The employee does not have access to other communication devices while on the job either because the employee has no assigned office and/or primary work location changes based on assignments. Such employees are only eligible for designation if the University requires that they maintain regular contact with the institution and if cellular technologies are judged by the University to be the best options for doing so.
<input type="checkbox"/>	The employee is required to travel on a frequent basis and must maintain regular communication while in travel status.
<input type="checkbox"/>	The employee performs the majority of employee job duties in the field where business either cannot be conducted by a landline telephone or it would be inefficient to use a landline telephone.
Other justification:	
<input type="checkbox"/>	[enter justification here]

	SIGNATURE	APPROVED?		DATE
		Yes	No	
<b>Supervisor:</b>		<input checked="" type="checkbox"/>		
<b>Area Vice President:</b>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>VP for Fin/Admin:</b>		<input type="checkbox"/>	<input type="checkbox"/>	

Allowance Approved (Human Resources)	<input type="checkbox"/>
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