

**Policy Number: 1250**

**Policy Name: Mobile Communication Device Allowance**

**Responsibility for Maintenance: Director of Human Resources**

**Effective Date: November 20, 2015**

**Last Updated: August 15, 2023**

**I. Policy Statement**

The college recognizes that the performance of certain job responsibilities may be enhanced by the use of mobile communication devices. The purpose of the policy is to provide procedures for the qualification, authorization, deployment, and use of mobile communication devices for which authorized employees receive a monetary allowance.

**II. Reason for Policy**

Employees whose duties and responsibilities require them to maintain significant mobile communication device contact with the college while away from the office or to be accessible after normal working hours may be eligible for compensation in the form of a semi-monthly mobile communication device allowance to pay for the business portion of their plan. The college will not provide college-owned wireless communication devices and related services for individual employees, unless approved by the President as an exception to this policy. Eligibility for a mobile communication device allowance is determined on a position by position basis by each department and approved by the President. A review of the rates contained in the COV Mobile Device Allowance Agreement Form (“The Agreement”) will be conducted annually as part of the annual contract renewal process.

**III. Applicability of the Policy**

Any employee authorizing or using a communication device (for which the college provides a monetary allowance).

**IV. Related Documents & Policy**

- [COV Mobile Device Allowance Agreement Form](#)
- [DHRM Policy 1.75 Use of Electronic Communications and Social Media](#)

**V. Contacts**

OFFICE	TITLE	TELEPHONE NUMBER	EMAIL
Department of Human Resources	Director of Human Resources	804-862-6100 Ext. 6409	rbchr@rbc.edu

**VI. Procedures**

1. **Mobile Communication Device Allowance:** Qualified employees whose job duties require the frequent need for mobile communication device services may receive supplemental compensation (in the form of a mobile communication device allowance) to cover the business-related use of an employee's personal mobile communication device. The policy assumes that for most employees, the device will be used for both business and personal use, and it is therefore appropriate for the college and employee to share the overall costs. The amount of the allowance is not intended to cover the full cost of the employee's monthly service plan. Qualified employees are eligible for a semi-monthly allowance for voice, text and data as outlined in the Form. The allowance may be increased, decreased, or eliminated should the nature of the employee's job change and a modification to the allowance is required. Any device for which the College provides an allowance is subject to all College data access, management, and privacy policies and must be protected to the maximum extent when College data is involved.
2. **Eligibility for a Mobile Communication Device Allowance:** It is the responsibility of the employee's department head to determine whether the employee's job duties and responsibilities require that an allowance should be granted. The college defines the following criteria to receive the allowance:
  - The position requires the employee to spend considerable time outside the office (travel, meetings, conferences, etc.) and use of a mobile device facilitates the effective maintenance of business operation while away.
  - The position requires the employee to be immediately accessible to receive and/or make calls or communicate information outside of working hours on a consistent basis.
  - Please note that use of a mobile communication device as a means for multi-factor authentication to access work-related applications will not qualify for the device allowance.
3. **Authorization for Mobile Communication Device Allowance:** The decision to incur a business expense for allowances must be carefully evaluated by the department head from a cost/benefit perspective. If the department head determines that the employee's job duties and responsibilities meet the qualifications for an allowance, the department head must complete the Agreement. The Agreement must be completed objectively and should not result in a higher allowance to accommodate personal use. Department heads should determine a reasonable anticipated average usage of voice minutes and/or data service per month needed to conduct business and then select the lowest level to accommodate that need. Authorization by the President must be obtained before the allowance will take effect. Allowances will be included in the next regular payroll process after receipt in Human Resources (on the 10th or 25th of the month) and NO allowances will be processed retroactively. If the employee transfers to another RBC department, resigns or is terminated, the department head must submit timely notification to Human Resources so that the allowance can be terminated. If the employee transfers to another job within RBC and still qualifies for the allowance, the

new department head must submit a new Agreement to add the allowance to the new job.

4. **Annual Review:** Department heads are required to review allowances on an annual basis and determine whether the employee's job requirements still justify continuing the allowance. All adjustments must be coordinated with Human Resources in a timely manner to properly adjust pay.