



November 17, 2008

M E M O R A N D U M

TO: District Board of Trustees
FROM: William D. Law, Jr., President
SUBJECT: Policy Manual Revision - Cellular Equipment (6Hx27:09-20)

Following for your review and approval are the proposed revisions to the College's policy on cellular equipment.

Upon approval of this policy revision, the College will no longer issue cell phones or other wireless communication equipment to staff members. This policy change will enable the College to minimize efforts to comply with the United States Treasury regulation, in which the value of employer-provided cell phones must be included in the gross income of the employee.

The revised policy will include a cell phone stipend designed to reimburse an individual for costs for College related communications. Employees, whose job duties are determined to meet the requirements for continuous contact, may be eligible to receive extra compensation, in the form of a monthly pay supplement, to cover business-related costs of maintaining a personal communications plan.

The College will maintain 'on-call' cell phones for designated departments and their usage will be monitored to confirm these devices are not being used for personal calls.

STAFF RESOURCE: TERESA SMITH

RECOMMENDED ACTION:
Approve policy manual revision.

TALLAHASSEE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY

<u>TITLE:</u> Cellular Equipment	<u>NUMBER:</u> 6Hx27:09-20
<u>AUTHORITY:</u> Florida Statute: 1001.64, 1001.65 FAC: 6A-14.	<u>SEE ALSO:</u>
<u>DATE ADOPTED:</u> November 19, 2007	<u>PAGE:</u> 1 of 1

~~Tallahassee Community College recognizes the need for certain College personnel to be accessible without regard to the location of the individual. In order to meet that objective, the use of cellular phones, or other cellular equipment is authorized by the Board. The use of a cellular phone is not intended to replace the use of the College telephone system. The use and control of cellular equipment shall be governed by procedures established by the President of the College.~~

The College recognizes the need for certain employees to be accessible without regard to the location of the individual. To meet the needs of the College, the President is authorized to approve the issuance of pay stipends to designated employees to cover the communication plan costs for personal cellular devices in accordance with the Wireless Stipend Schedule. The Wireless Stipend schedule will be evaluated and approved annually.

The College-issued 'on-call' cell phones will be used only for College business. All calls made from these phones shall be verified as College-related monthly by the department supervisor.