

BROOKDALE COMMUNITY COLLEGE COLLEGE REGULATION

4.3100R Cell Phone and Mobile Device Allowance

I. Title of Regulation

Cell Phone and Mobile Device Allowance

II. Objective of Regulation

To establish a nonaccountable, monetary allowance for the use of personal cell phones/mobile devices, data, text, and talk plans, for conducting College business. The regulation simplifies payment and record keeping and allows the College to be in compliance with IRS Regulations associated with business use of personal cell phones and mobile devices.

III. Authority

B.O.T. Policy 4.3000 Expenditures and Payment of College Funds

IV. Regulation Statement

Brookdale Community College shall issue a cell phone/mobile device, text, data, talk plan allowance to staff identified as critical to the monitoring and responding to alerts related to the College's buildings, equipment, and alarm systems on a 24-hour basis. The monthly taxable allowance shall be issued through payroll and shall not constitute an increase in pay. It is not used in the calculation of base pay and is not subject to retirement deductions or contributions. Employees must sign and abide by the procedures outlined in the **Cell Phone Allowance Request Form**.

The Vice President of Finance & Operations will recommend staff for allowances that are responsible for monitoring and responding to alerts related to critical infrastructure systems, security, or safety threats that impact College operations, or are responsible for monitoring the College radio station transmitter. The Vice President of Finance & Operations and the President will authorize the allowance toward the personal wireless communication device.

V. Responsibility for Implementation

Vice President Finance & Operations

Approved: President
Effective: 11 April 2013
Effective: April 2013
Approved: 10/17/24