

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
BUSINESS PROCEDURES MANUAL

Procedure 1.19
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Effective Date: October 1, 2011
Supersedes: Procedure 1.19 dated August 1, 2009
Applies To: System Office and Colleges
Procedure Responsibility: System Office of Business Services

Cell Phones Issued to Employees

Sections

Section 1.19.1 – General

Section 1.19.2 – Device Expense and Acquisition

Section 1.19.3 – Employee Responsibility for Device Use

Section 1.19.1 – General

Cell phones (including blackberries, iPhones, Androids, etc.) have become a common business tool as employees travel and work from multiple locations and all times of the day. Employees whose job duties require they maintain contact with the organization outside of normal work hours may be issued a cellular phone. The issuance of cell phones will generally be provided through the Technology Solutions – Information Technology Department in accordance with the units' prevailing primary provider contract.

KCTCS provides its employees with cell phones primarily for non-compensatory business reasons. The value of the business use of an employer-provided cell phone is excludable from an employee's income as a working condition fringe to the extent that, if the employee paid for the use of the cell phone themselves, such payment would be allowable as a deduction under section 162 for the employee (IRS Notice 2011-72).

Questions regarding this procedure are to be directed to the KCTCS Office of Business Services.

Section 1.19.2 – Device Expense and Acquisition

- A. All costs associated with cell phones will be charged to the department ordering the equipment or to an institutional pool account established for that purpose. Such costs include, but are not limited to, the following: equipment acquisition, service initiation, monthly service fees, per-minute cost of calls in excess of calling plan allocated, roaming fees, maintenance and repair of equipment, programming, and, replacement of lost, stolen, or non-working equipment.

- B. Devices obtained through any other source without the authorized approval or billed directly to the department or the individual from another source are not considered properly approved for business use and expenses may not be paid from KCTCS funds.

Charges not solely for KCTCS business use that relate to employees being in personal travel status when the device is used are the total and exclusive responsibility of the employee. Simple example, employee is on vacation taking a cruise to the Caribbean. Employee calls, texts and e-mails photos to other family members, roaming, access and other charges apply to the calls made. The bill for the charges reaches several hundred dollars upon receipt by the organization. Any and all expense for making and/or receiving these non KCTCS business related communications are the responsibility of the employee.

As a first option the employee shall refrain from use of the KCTCS issued cell phone in such a manner to avoid personal charges, personal calls, texting, etc. Where use has occurred, any and all charges outside/over the normal prevailing primary provider's contract's covered charges are the responsibility of the employee and shall be reimbursed by the employee.

Section 1.19.3 – Employee Responsibility for Electronic Device Use

- A. Each device furnished to an employee is issued for the sole purpose of conducting KCTCS business and is not intended for personal use. Approval for devices must be obtained from (as appropriate) the College President/CEO or KCTCS Cabinet Member. Upon termination employees should return the device(s) to the issuing party.
- B. When necessary to make a call from the employee's cell phone for business purposes, with the appropriate documentation, KCTCS will reimburse the employee for the business call(s) made on an employee's personal cell phone.
- C. Business use is defined as any use of the phone by the employee in the course of performing the specific duties of their job to conduct official business on behalf and for the benefit of KCTCS. Any other use of the phone is considered to be personal.
- D. The use of any personal device by an employee while driving a KCTCS vehicle is prohibited, unless the employee is using a headset or hands-free speakerphone or the employee moves the vehicle to a non-traffic portion of the road. If the employee is driving a personal vehicle, the use of a headset or hands-free speakerphone is required while using a KCTCS issued cell phone; otherwise, the employee must move the vehicle to a non-traffic portion of the road.

End of Procedure