I. **Policy Statement:** The CSU, Chico Research Foundation (Foundation) may pay a taxable monthly stipend to eligible employees for the use of an employee’s personal wireless device for Foundation-related business. Wireless device stipends are reserved for only those employees who meet eligibility criteria.

II. **Eligibility Criteria:** Positions eligible for wireless device stipends are determined by the following criteria:

   A. The job function of the employee requires considerable time outside of their assigned office or work area and it is important to the Foundation that they are accessible during those times.

   B. The job function of the employee requires them to be accessible outside of scheduled or normal work hours.

   C. The employee is a critical decision maker.

III. **Approval:** Employees who meet the eligibility criteria and who wish to request a monthly wireless device stipend shall complete the Foundation’s *Wireless Device Stipend Authorization Form*, and submit it to their supervisor for review and action.

   A. If the project is managed by the Office of Research and Sponsored Programs (RESP), then the signature of the employee’s supervisor, and Project Director (PD), is required before the form is submitted to RESP for final approval and processing.

   B. If the project is managed by the University Foundation or the Foundation Administration, not RESP, then the signature of the employee’s supervisor is required before the form is submitted to the Foundation Administration for final approval and processing.

IV. **General Guidelines**

   A. All costs related to the purchase and usage of the wireless device by an employee who receives a monthly stipend shall be the sole responsibility of that employee.

   B. The employee will be responsible for choosing and paying for their wireless device equipment.

   C. The monthly stipend does not increase the employee’s base salary.

   D. The employee’s supervisor is responsible for an annual review of the business need for a wireless device stipend to determine if it should be continued. In the
event it is necessary to terminate a wireless device stipend, it is the responsibility of the supervisor/PD to notify Foundation Human Resources, by completing the bottom section of the *Wireless Device Stipend Authorization Form*.

V. **Stipend Amounts**

A. **$66.00/month Stipend** - This stipend is for moderate usage of a wireless device for RF-related business. The monthly stipend also includes a monthly equipment allowance. Payment will be added to the employee’s payroll in semi-monthly increments.

B. **$126.00/month Stipend** - This stipend is for routine usage of a wireless device for RF-related business and/or frequent travel and requires the use of both voice and data. The monthly stipend also includes a monthly equipment allowance. Payment will be added to the employee’s payroll in semi-monthly increments.

VI. **Grant & Sponsored Projects:** All costs charged to a project shall be reasonable, allowable and allocable. In order to be allocable to a grant or sponsored project, stipend costs associated with the use of wireless/mobile communication devices must be explicitly budgeted and justified in the approved budget.

VII. **Compliance with Laws**

A. The employee is personally responsible for complying with international, federal, state, and local laws regarding the use of wireless phones and other communication devices while driving. Under no circumstances will CSU, Chico or the Foundation be liable for non-compliance.

B. Email and phone records may be subject to public records disclosures and subpoena as provided for by local, state and federal laws.