

Wireless Device Stipend Policy
Effective: December 1, 2017

Policy Statement:

Chico State Enterprises (CSE) may pay a taxable monthly stipend to eligible employees for the use of an employee's personal wireless device for CSE-related business. Wireless device stipends shall be reserved for only those employees who meet the stated criteria and have a legitimate business need. Simple convenience is not a criterion for a wireless device stipend.

Eligibility Criteria:

Positions eligible for wireless device stipends are determined by the following criteria:

- The job function of the employee requires considerable time outside of their assigned office or work area and it is important to the CSE that they are accessible during those times.
- The job function of the employee requires them to be accessible outside of scheduled or normal work hours.
- Critical decision maker.
- Position description should expressly state job responsibilities which would justify the employee's eligibility for a wireless device stipend.

Approval:

Employees whose positions meet the established criteria and who wish to request a monthly wireless device stipend should complete the CSE Wireless Device Stipend Authorization Form. The decision of whether an employee is required to utilize a mobile device is made by the appropriate one-up administrator. The signature of the employee's Project Director (and the CSE Executive Director, if CSE administered projects) shall be required before the form is submitted to Payroll for payment.

General Guidelines:

- 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.
- The employee will be responsible for choosing and paying for their wireless device equipment.
- The monthly stipend is taxable income; therefore, the employee will be taxed according to the regulations of the IRS code (Publication 15 Section 5).
- The monthly stipend does not increase the employee's base salary.
- The wireless device is personally owned by the employee and may therefore be used for both personal and business purposes.

- An employee with a wireless device stipend must maintain an active contract to receive the stipend.
- Misuse of the wireless device which is inconsistent with CSE policy, and/or local, state or federal laws may result in immediate cancellation of the cell phone stipend and may result in disciplinary action up to and including termination.
- 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, it is the responsibility of the supervisor to notify CSE Human Resources in writing. This can be accomplished by completing the bottom section of the CSE Wireless Device Stipend Authorization Form titled "Discontinuation of Plan".
- If prior to the end of a wireless device contract, a personal decision, employee misconduct, or misuse of the phone results in the need to change or end the wireless device, the employee will bear the cost of any associated contract termination fees.

Stipend Amounts:

\$66.00/month Stipend - This stipend is for moderate usage of a wireless device for CSE-related business. The monthly stipend also includes a monthly equipment allowance. Payment will be added to my payroll in semi-monthly increments.

\$126.00/month Stipend - This stipend is for routine usage of a wireless device for CSE-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 my payroll in semi-monthly increments.

Any other amount must be approved by the Project Director and CSE Executive Director.

Grant & Contract Projects:

All costs charged to a CSE project shall be reasonable, allowable and allocable. In order to be allocable to a grant or contract, stipend costs associated with the use of wireless/mobile communication devices must be explicitly budgeted and justified in the approved budget.

Compliance with Laws

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

Email accounts and cell phone records are subject to public records disclosures and subpoena as dictated by local, state, and federal laws when wireless devices are used in the course and scope of CSE and CSU, Chico business.