

WIRELESS DEVICE STIPEND FAQs

Chico State Enterprises (CSE) will now be offering employees a wireless device stipend. The following information will help explain what this means for you.

WHY IS THE CSE OFFERING A WIRELESS DEVICE POLICY STIPEND?

Each business unit has assessed which of its functions truly require a wireless device for daily operations and will be updating the Position Descriptions accordingly. Employees who are required to have a wireless device will be offered a stipend, which is an allowance towards your wireless device and/or connectivity service plan for CSE business.

WHO WILL DECIDE WHICH EMPLOYEES RECEIVE A WIRELESS DEVICE STIPEND?

Your Supervisor/Director will make this determination based on the business needs of your position. Non-exempt employees are not eligible for receiving overtime pay and should not be issued a stipend unless eligibility is expressly stated in his/her job description based upon on-call responsibilities **AND** it is approved by the Executive Director of the CSE.

HOW MUCH WILL THE USE STIPEND BE?

The stipend is an allowance towards the on-going monthly service costs and does not cover the original purchase of the device, which is the responsibility of the employee. The stipend amount is based on the type of device. Cell phone users and home DSL will receive \$66.00 each month. PDA/Smartphone, DSL, data users will receive \$126.00 each month. To be eligible for the PDA/Smartphone stipend, the device must support Active Sync in order to access the CSU Chico's email, calendar & address book.

WILL THE STIPEND BE CONSIDERED TAXABLE INCOME?

Yes. The stipend is treated as taxable income to the employee, but will not be considered part of the employee's base salary or be used in the calculation of retirement benefits.

WHAT ELSE WILL I BE RESPONSIBLE FOR THE STIPEND?

Recipients of a CSE stipend have the following responsibilities:

- Negotiate and manage a wireless device contract. Each employee is free to select the service provider, plan, and features of his/her choice that meet the job responsibilities as determined by the employee's business center.
- Establish self as the billing party and assume all charges associated with the cellular service and device including lost, damaged, or stolen equipment and accessories.
- Ensure the carrier selected has service in required usage areas, such as at the workplace and/or at home as required by the CSE.
- Maintain an active service contract for the duration of the stipend.

- Provide personal cell phone number to the CSE Human Resources Department as well as the employee's department for listing on all applicable departmental directories.
- Obtain technical support as needed from your service provider.
- Notify supervisor and/or business center director immediately if service is cancelled, the phone number changes, or if there are other significant changes which may impact the employee's ability to perform the duties for which a stipend is being paid.
- Adhere to the CSE's Wireless Device Policy as it relates to personal devices.
- Must comply with CA Vehicle Code 23123.5 at all times (handheld devices).

WILL THE RESEARCH FOUNDATION HAVE ACCESS TO MY PERSONAL EMAIL OR TEXTS?

No, the smart phones allow multiple email accounts. Please be sure that ALL business is done through the campus email account. However, please note that email accounts are subject to public records disclosures and subpoena as dictated by local, state, and federal laws.

WHO IS RESPONSIBLE FOR REPAIR OR REPLACING A WIRELESS DEVICE UNDER THE STIPEND POLICY?

Employees assume all charges associated with the cellular service and device, including accessories and lost, damaged or stolen equipment.

WHAT HAPPENS IF I EXCEED THE NUMBER OF MINUTES OFFERED ON MY PLAN, EVEN IF IT IS FOR BUSINESS USE?

Employees accepting a stipend are responsible for negotiating, managing and paying for all services in phone contract.

WHAT IF I'M PAID FROM A SPONSORED AGREEMENT OVERSEEN BY RESP?

Specific terms and conditions of sponsored awards always prevail for the determination of cost allowability and allocability. The sponsor must approve the allocation of costs of a wireless device as being necessary for the conduct of the work. As proposal budgets are being prepared, have your RESP Proposal Development Specialist specifically budget and justify the wireless device stipend, in accordance with CSE policy. Unless the sponsor specifically disallows the wireless device cost upon award, the proportional benefit allocation of these costs will be allowable.