

# Cell Phone Policy

*Missouri Southern State University*

Effective January 1, 2020

## **POLICY**

Missouri Southern will not provide cell phones nor cellular service to individual employees. Instead, the university has established a two-tiered stipend program for full-time personnel who meet specific criteria:

- 1) **\$50 per month stipend**      For those full-time MSSU personnel who:
  - Work off campus and, therefore, do not have access to a desk phone provided by the university; or
  - Have a job function that designates them as an “essential” employee.
  
- 2) **\$30 per month stipend**      For those full-time MSSU personnel who:
  - Have a job function that requires more than 35% of work hours away from campus during which the employee must be accessible; or
  - Have a job function that consistently requires irregular hours during which the employee must be accessible by phone either by internal or external constituents;

Definitions to assist in clarifying above criteria:

- Full-time –                      A permanent MSSU employee who averages at least 30 hours of service per week, or 130 hours of service during a calendar month on a regular, ongoing basis.
- Job function –                      A set of routine tasks or activities undertaken by an employee that are documented in the employee’s job description.
- Essential –                      Employee is required to report to work to ensure the operation of essential functions during an emergency or when university operations are suspended (i.e. inclement weather).

Cellular devices and associated services may be made available by departments or offices that have multiple staff sharing a single device for on-call rotation, emergency/disaster recovery, or similar purposes.

## **ELIGIBILITY**

Full-time staff at Missouri Southern may receive one of the two stipend options, but never both.

The eligibility of a Missouri Southern employee to receive a cell phone stipends will be determined by the employee's vice president, the athletic director, or by the university president and communicated in writing to Human Resources.

Once approved, the employee will be eligible to receive the stipend automatically each month. The approving university officer (president, vice president, or athletic director) is responsible for determining the employee's ongoing eligibility for a cell phone stipend and communicating changes to Human Resources in a timely manner.

## **EMPLOYEE'S RIGHTS AND RESPONSIBILITIES**

The cell phones shall be the personal and exclusive property of the individual. The university claims no rights to the phone itself or to the contents of the phone, notwithstanding other university policies.

Acceptance of a stipend from the university requires the employee to:

- 1) Maintain active cell phone service;
- 2) Provide their cell phone number to their supervisor, other applicable university employees, and relevant external constituents who may have need for official communication; and
- 3) Make him/herself reasonably available via cell phone contact during and outside of regular business hours.

University personnel accepting a cell phone stipend should understand that said stipend may constitute a taxable fringe benefit as determined by applicable state and federal laws.

## **CANCELLATION OR REDUCTION**

The university president, any vice president, or the athletic director has the right to cancel or reduce a cell phone stipend for employees under their supervision at any time for any reason.

Cell phone stipends will cease immediately if:

- The individual's employment with the university terminates for any reason;
- An employee's vice president, the athletic director, or the university president determines he/she is no longer eligible for the stipend;
- The eligible employee no longer has a cell phone and/or a cellular service plan; or
- The individual uses the cell phone in a manner contrary to local, state, or federal laws or university policy.