**Nicole Wertheim College of Nursing and Health Sciences**

**Cellular Device Allowance Policy and Procedure**

**Revised and Approved DCD 5-7-14**

**FIU POLICY STATEMENT**

Florida International University offers a taxable allowance for cellular phone equipment and services to those employees whose duties require the frequent use of cellular phone devices. These employees are entitled to a monthly allowance to cover FIU business-related costs. The university does not purchase cellular phone devices or cellular service plans for employees conducting university business. Cellular phone devices and service plans purchased with the monthly allowance may be used for both personal and business purposes. The allowance is intended to defray the cost of conducting University business with cellular phone devices and may at times not cover the total cost of a cellular phone plan or usage. <http://policies.fiu.edu/files/565.pdf>

Approved Dean/Associate Dean Meeting 5/7/2014 and effective immediately for implementation.

**NWCNHS CELLULAR DEVICE ALLOWANCE POLICY**

NWCNHS will follow all FIU policies and procedures for cellular allowance.

The cellular allowance is granted per the following criteria as per FIU policy:

• Job function requires considerable time outside of assigned office or work area and it is essential to the University that the employee be accessible during those times.

• Job function requires continuous accessibility beyond scheduled or normal working hours (i.e., on-call responsibilities for critical university services).

• Job function requires access to e-mail outside of the office or beyond normal scheduled working hours and it is essential for the University that the employee has the ability to receive and send e-mail during those times.

A cellular phone device acquired as provided by the criteria above is considered to be the personal property of the employee. No University unit or supervisor shall force employees to use a specific cellular phone device, carrier or plan

The following NWCNHS employees are identified as having met the criteria for cellular allowance according to their job duties

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NWCNHS Cellular Allowance Approved Positions | | | | | |
|  | Cellular Phone Service $50 | Data Only Service $50 | Combined Cellular Phone and Data Service $100 | Text Messaging $10 | Cellular Replacement |
| Dean | X |  |  |  |  |
| Associate Deans | X |  |  |  |  |
| Assistant Deans | X |  |  |  |  |
| Chairs/Directors Academic | X |  |  |  |  |
| Director Budget | X |  |  |  |  |
| Director Development | X |  |  |  |  |
| Director IT | X |  |  |  |  |
| Building Coordinator | x |  |  |  |  |
| Coordinator- Dean's Office |  |  |  |  |  |
| Coordinator- Human Resources |  |  |  |  |  |
| Director STAR Center | X |  |  |  |  |
| Clinical Education Directors/Coordinators | X |  |  |  |  |
| Associate Directors | X |  |  |  |  |
| Assistant Directors | X |  |  |  |  |

Faculty and staff do not meet the criteria for cellular allowance. However, exceptions for faculty or staff can be made if their specific job duties are determined to meet the criteria above.

In order for an exception to be considered, the supervisor must in writing to the Associate Dean for Administration, justify why the exception should be made. The Associate Dean following FIU criteria will make recommendation to the Dean for approval or not.

The final decision for cellular allowance exceptions will be at the Dean level.

**NWCNHS Procedures for Cellular Allowance**

Cellular allowance form is filled out by employee meeting the criteria for cellular device allowance.

Chair/Director or Supervisor signs form for approval.

Cellular allowance form is routed to Associate Dean for Administration’s office signature approval and for processing with FIU payroll. ALL cell phone allowances must be signed off by the Associate Dean for Administration.

For new NWCNHS employees in the approved positions for cellular allowance, the allowance form will be processed as part of the Human Resource sign on procedure according to CNHS approved positions.

The office of the Associate Dean is responsible for maintaining records for NWCNHS cellular allowances.

The office of the Associate Dean is responsible for ensuring FIU guidelines for cellular allowance are met.