

# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 415.10</b>		
	<b>Page 1 of 1</b>		
	<b>Last Revision Date:</b>	11-09-10	
<b>Effective Date:</b>		11-26-07	
<b>Section:</b>	Personnel	<b>Subject:</b>	Cellular Phones and Service

## PURPOSE

The purpose of this procedure is to provide a process for reimbursement of cell phone service.

## PROCEDURE

1. The President will analyze the need for reimbursement of cell phone usage for Arizona Western College employees.
2. The employee will submit a request for a cell phone allowance in writing to the President for consideration. If a cell phone allowance is approved, then the “Cellular Phone Payroll Allowance Agreement” form will be completed. The employee’s cell phone number will be available. Failure to maintain an active cell phone number will cause the allowance to be suspended.
3. College employees with a cell phone allowance will be responsible for all activation fees; equipment expense; airtime plan cost, including airtime in excess of the plan allotment; and all incidental charges.
  - 3.1. The cell phone allowance considers three costs:
    - 3.1.1. Equipment
    - 3.1.2. Monthly plan costs
    - 3.1.3. A payroll tax adjustment
4. The cell phone allowance will be paid automatically on each payroll period as an addition to the employee’s pay. The allowance does not constitute an increase in base pay, and will not be included in any percentage calculation for increases in base pay.
  - 4.1. Cell Phone Plans and Allowances
    - 4.1.1. \$35 Monthly Gross and annual maximum of \$420
  - 4.2. Termination of Cell Phone Allowance
    - 4.2.1. Employee termination
    - 4.2.2. The President determines that the employee no longer requires a cell phone allowance.