


|  | ADMINISTRATIVE PROCEDURE MANUAL | | |
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| | MOBILE DEVICE ALLOWANCE | 04-1604 | 1 OF 3 |
| | BASED ON BOARD OF TRUSTEES' RULE AND TITLE | DATE REVISED | |
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Purpose


The purpose of this procedure is to describe the process for the provision of a mobile device allowance or reimbursement to Florida State College at Jacksonville (FSCJ/College) employees for non-compensatory (“non-taxable”) business use.

Procedures

- A. Eligible employees shall be recommended by their immediate supervisor, the appropriate Vice President and approved by the Vice President of Finance and Administration, or designee, for a mobile device allowance. The immediate supervisor shall complete the [Mobile Device Allowance Request form](#). Use of an employee’s personal cellular phone for calls or data on College business does not automatically qualify that individual for an allowance. The allowance is restricted to circumstances where use of the mobile device is critical to College operations on an ongoing basis, as determined by College administration.

An employee may be eligible for an allowance if at least two (2) of the following criteria are met:

1. Safety requirements indicate having a cellular phone is an integral part of performing duties of the job description.
 2. More than 50% of work is conducted in the field.
 3. Required to be contacted on a regular basis outside of scheduled or normal work hours.
 4. The employee is designated as a “first responder” to emergencies on campus.
 5. Employee “on call” 24/7.
- B. Individuals determined to need cellular phone capabilities to fulfill their assigned duties while away from their office shall be provided a \$70 per month allowance to offset their individual cost. Individuals determined to need both a data plan and cellular phone capabilities to fulfill their assigned duties while away from the office shall be provided a \$140 per month allowance to offset their individual cost. The \$140 allowance amount is typically restricted to Executive Leadership Team (ELT) level positions though certain key non-ELT positions may qualify for this level.
 - C. The benefits described herein are neither permanent nor guaranteed, shall be for non-compensatory business use, and shall not be included in the calculation of percentage increases in base pay, job upgrades, retirement or other forms of compensation.

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- D. The College, at its sole discretion, may discontinue the allowance or reimbursement, redefine the terms of eligibility or discontinue this provision.
- E. Eligible employees must be reaffirmed annually by the recommending Vice President and approved by the Vice President of Finance and Administration, or designee, on the recommendation of the employee's immediate supervisor on or before June 30th of each Fiscal Year.
- F. An employee may cease to be eligible when the employee's job duties change and the immediate supervisor, the appropriate Vice President or College President, or designee, determines that the employee's new duties do not meet the requirements for eligibility, or when the employee terminates employment.
- G. Once approved, the allowance will be paid as a "non-taxable" benefit to the employee on each semi-monthly pay date. The employee must provide the immediate supervisor with the cellular phone number.
- H. The employee is responsible for purchasing the device and establishing a service contract with the provider of their choice and is solely responsible for all payments to the service provider. The allowance is not intended to fund the cost of the device, associated accessories, insurance or activation fees, nor pay for an employee's entire monthly bill.
- I. If the employee terminates the mobile device contract at any point, they must notify their supervisor within five (5) business days of the date of termination to discontinue the allowance by completion of the [Mobile Device Allowance Cancellation form](#).
- J. Mobile devices are generally not allowable charges on sponsored agreements. In certain circumstances however, such devices may be charged against such cost centers consistent with the regulations and guidelines associated with the award as specified in the budget and approved by the sponsor. In addition, prior internal approval is required by Project Accounting.
- K. Devices covered by this procedure are used in part to conduct College business and/or to create, receive, send, or store College data. As a result, information contained on devices covered by this procedure are also subject to Federal and State data maintenance, disclosure and protection laws (e.g., FERPA, records retention requirements), as well as all College policies, including those pertaining to data security, acceptable computing use and email.



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REFERENCES: F.S. 1001.64, 1001.65

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