

Cell Phone Stipend Guidelines

Effective: February 2017

These guidelines apply to any Marietta College employee who, by the nature of their work, are required to be accessible by telephone regardless of time of day, day of the week or geographic location on a recurring and regular basis.

Eligibility

The departmental Vice President/Cabinet member may authorize a cell phone stipend for employees who are eligible. Eligibility is based on the following criteria:

1. Travel – Employees who frequently travel and need to be available to communicate with College associates or constituents while traveling on College business.
2. Work Location – Employees who typically work in the field or who have multiple job site locations where access to standard communication devices are not readily available during normal working hours.
3. Other – Employees whose job responsibilities require them to be regularly accessible during both business hours and non-business hours. This might include employees whose job responsibilities require them to provide technical and/or remote support or those who are communicating via text with potential students during non-traditional work days/hours.

Monthly Stipend Amount

Marietta College will pay a monthly, pre-tax stipend of \$25.00 regardless of cell phone provider and plan selected by the employee. The stipend is not intended to fund the cost of the device nor pay for the entire monthly bill. The assumption is that the employee also uses their wireless communication device for personal, as well as professional, use. The College is not responsible for lost damaged, stolen or replaced equipment.

Payment

The cell phone stipend is paid through payroll and is included in the employee's direct deposit. This stipend does not increase the employee's base pay nor will it be included in the calculation of any College benefits. This stipend is subject to all applicable taxes.

Expectations

Employees receiving a cell phone stipend are expected to maintain an active cell phone contract for the life of the stipend. Employees receiving a stipend are expected to provide their cell phone number on a need-to-know basis to other faculty, staff, or students and must notify Human Resources if their cell number changes. If an employee is not being offered a stipend, they are not expected to be available nor are they expected to share their cell phone number with others for business purposes.