

## **Policies and Regulations**

### **NEPN Code: EGA/STI**

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#### **Support Services**

##### **Communication Services**

Southeast Technical College owned telephones in the buildings are for STC business. When STC employees must make a personal long distance call, they must use a personal phone card.

##### **Cellular Phones**

While operating a vehicle and using an STC cellular phone or a personal cellular phone while on STC business, employees will follow the applicable state's laws regarding cellular phone use.

Employees will reimburse STC a charge per minute for all personal calls based on the per minute rate STC would pay in the event of an overage. In addition, all personal toll, roaming and/or directory assistance charges are to be reimbursed in the amount indicated on the statement.

In lieu of using an STC-provided cellular phone, employees may request a personal cellular phone stipend or a per minute reimbursement plus actual toll and roaming charges for using his or her personal cellular phone for STC business. The per minute reimbursement shall be based on the rate STC charges employees for personal use of an STC-owned cell phone. The stipend or reimbursement shall not exceed fifty percent (50%) of the cost of the appropriate STC plan. Each employee must apply to the SFSD Purchasing Department in advance of using his or her personal cellular phone for STC business to receive the cellular phone stipend or reimbursement. No employee is eligible to regularly use an STC cellular phone and receive the personal cellular phone stipend or reimbursement.

##### **Cellular Phones with Data Plans (Smart Phones)**

In addition to the above provisions for employee personal cell phone stipend or reimbursement, the SFSD Business Manager or designee is authorized to establish a plan for personal smart phone use for administrators. The monthly cost to the administrator is 50 percent of the appropriate STC cell phone plan, plus 100 percent reimbursement of any access or long distance charges and a prorated share of any STC-wide overage charges. The administrator must agree to pay his/her monthly share of the cost as a deduct from wages. The administrator will reimburse STC 100 percent of the cost of the selected smart phone purchased through the STC plan and the administrator will own the phone. The plan also may establish a smart phone stipend for administrators who use their own smart phone for STC business. The stipend shall not exceed 50 percent of the STC smart phone plan.

Regulation		Board Action	(formerly Regulation 3516)
approved:	05 -28 -68	13052	
amended:	04 -14 -86	22705	
amended:	08 -14 -95	28225	
amended:	11 -13 -00	29719.D10	
amended:	04 -10 -06	34394	
amended:	03 -26 -07	34683	
amended:	04 -13 -09	35343	
amended:	09 -28 -09	35502	
amended:	02 -28 -11	35984	
amended:	10 -27 -14	37034	