

CELLULAR TELEPHONE / SMARTPHONE ALLOWANCE

Board Policy 3340 permits the Chancellor/College President/Provost to designate employees to receive an allowance for the use of a cellular phone or smartphone. That allowance may be increased if the employee experiences high usage as described below. The employee must retain an active wireless device contract for as long as the allowance is effective.

I. CELLULAR TELEPHONE ALLOWANCE

A standard cell phone allowance of \$65 per month will be provided to an employee, upon approval of the Chancellor/President/Provost when conditions are present which require the employee to carry a cell phone to conduct District business or be available for contact outside their workstation. Employees requesting a cellular phone allowance must complete a Cellular Phone/Smartphone Allowance Request form and document the business necessity. This allowance is limited to administrators and classified leadership. Occasionally a bargaining unit position may receive the allowance if a unique circumstance is present requiring communication with the District outside of their workstation however this allowance requires approval of the Chancellor.

II. SMARTPHONE ALLOWANCE*¹

A standard smartphone allowance of \$130 per month may be provided upon approval of the Chancellor/President/Provost. This allowance would not be in addition to the cell phone allowance but in place of the cell phone allowance. Employees requesting a smartphone allowance must complete a Cellular Phone/Smartphone Allowance Request form.

Employees receiving a wireless allowance must purchase their own cell phones or smartphone. All smartphones must be compatible with District technology.

III. HIGH USAGE ALLOWANCE

The District further recognizes that unique circumstances exist where some employees may need to make extensive use of cell phones for District business needs. Whenever an employee can demonstrate 500 minutes of business usage in a month on the cell phone and can also show such usage for three of four consecutive months they will be eligible for a maximum \$50 per month augmentation to their regular cell phone allowance.

¹*A cell phone with other capabilities such as email, text messaging and web access.

The IRS considers all allowances as taxable income and as such they will be subject to applicable payroll taxes. All allowances will be paid through the payroll system.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device. Drivers may use a wireless or cellular telephone to contact a law enforcement agency or public safety entity for emergency purposes. Drivers of motor trucks or truck-tractors, farm vehicles, tow trucks, a listed or described implement of husbandry, or a commercial vehicle, used in commercial agricultural operations may use a digital two-way radio service that utilizes a wireless or cellular telephone.

References:

Vehicle Code Sections 12810.3, 23123, and 23124;

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Revised: 10-27-08
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