

WIRELESS DEVICE POLICY

I. NAME

This document shall be called the Wireless Device Policy.

II. PURPOSE

The purpose of this policy is to ensure that the Associated Students (AS) meets Internal Revenue Service (IRS) regulations, California State University (CSU) policy and its fiduciary responsibility by providing guidelines for the use of wireless devices for AS business purposes.

III. DATE OF EFFECTIVENESS

This policy shall be effective upon approval of the AS Board of Directors (BOD).

IV. AMENDMENTS

Policies may be amended by a 2/3 majority vote of the AS BOD.

V. GUIDELINES

- A. The unit Director, with approval of the Executive Director will determine the need for an employee to carry or use a wireless device in the performance of the employee's job duties. Examples of wireless devices are cell phones, personal digital assistants and home internet access.
- B. The unit Director will chose Option 1 or Option 2 for provision of wireless device.
- C. Options and Allowance for Use of Wireless Devices:
 - 1. Option 1: (applies to Cell & PDA only): In some cases the department will retain the wireless equipment on the premises, and it will be made available to employees to be checked out as needed. In these cases, department approved cellular phone diaries must be maintained documenting the date, time and business purpose of each phone call made and received to be retained with the monthly cellular phone bill as backup. The required documentation for each business call must include: 1) the employee who made the call, 2) the name of the individual called, 3) the individual's association with the AS, and 4) the business purpose of the call. No allowance is provided under Option 1.
 - 2. Option 2: An allowance will be provided to an employee based on device and level of service determined by the unit Director and approved by the Executive Director. The employee will be responsible for all costs above the allowance. The employee will be allowed to use the device without any restrictions as to business and personal use. Payment for purchase of the equipment, as well as monthly service fees, will be the responsibility of the employee. Resolution of billing disputes, equipment malfunction, and service changes will be between the employee and the service provider. The allowance is considered taxable compensation to the employee and is subject to all income and employment taxes. The allowance will be grossed up to cover the approximate amount of the employee's income and employment tax withholding. The allowance provided by the AS will be reported as wages on the employee's W-2.

D. Additional Allowances provided under Option 2:

1. CELLULAR PHONE EQUIPMENT ALLOWANCE – In certain circumstances, a bi-annual taxable allowance may be issued to allow for the purchase of wireless devices. This allowance must be approved by the unit Director and the Executive Director. If approved, the allowance shall commence with the approval of the Wireless Devices Allowance and be paid bi-annually after the initial allowance.
2. PDA ALLOWANCE – A separate taxable monthly allowance, approved by the Executive Director, for a PDA such as a Blackberry, Palm Treo, or similar device and related plan service.
3. CELLULAR PHONE INSURANCE ALLOWANCE – A taxable monthly allowance shall be issued to allow for the purchase of cellular phone insurance. Any damages to cellular equipment shall be the responsibility of the employee.
4. Cell phone allowances will be re-evaluated on an annual basis. If the business use of the phone significantly changes beforehand, the employee must notify the unit Director.

E. The wireless device provider chosen by the employee shall offer signal coverage equal to or better than the current AS wireless service provider.

F. Use of Device:

1. The employee must retain an active cellular phone service contract as long as cellular phone allowance is in place.
2. Use of the device in any manner contrary to local, state, or federal laws will constitute misuse, and will result in disciplinary action.

Approved BOD: 12/1/08