

Webster University

Wireless Service Policies

600.00 Purpose

This policy will streamline the University's wireless phone program, resulting in freedom of choice and personal responsibility for employee's wireless devices. This policy will also enable the University to comply with IRS rules regarding the taxability of employee wireless devices.

The IRS considers wireless devices "listed property." As such, it requires detailed record keeping [IRS Section 274(d) (4)], including (a) the amount of the expense, (b) the time and place of the call, and (c) the business purpose for the call.

The IRS can declare that all undocumented use is personal and should be taxed as wages, even if the calls were mostly business calls. Receiving a taxable allowance for an individually owned wireless devices removes this detailed documentation requirement.

601.00 Policy

Domestically the University will not own wireless devices for the use of individual employees. Employees whose job duties include the frequent need for wireless communication may receive a taxable allowance to cover anticipated business-related costs. This allowance is to be considered a privilege and may be revoked by the University at any time.

Wireless devices should not be selected as an alternative to other means of communication – e.g., land-lines, pagers, and radio phones – when such alternatives would provide adequate, but less costly service to the University.

Beginning November 1, 2009, the University will only maintain contracts on required lines where the device remains on campus at all times. All other lines of service will be transferred to individual responsibility accounts or will be terminated.

602.00 Wireless Service Allowances

If an employee's job duties include the frequent need for a wireless communication, then he/she may be eligible for an allowance to cover the anticipated business-related wireless expenses. The allowance can be requested via the Wireless Service Allowance Request Form. A request can be made any time during the fiscal year. Allowances will commence with the first pay period after all approvals have been obtained. Allowances will be established depending on the type of service needed to conduct University-related business.

The total amount allowed will be divided in two and paid twice a month in the first two pay periods.

This allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual pay, job upgrades, etc. As job responsibilities change, this allowance will be reviewed; if wireless service is no longer required the allowance will be eliminated.

Allowances are taxable and payroll taxes will be withheld. Employees are encouraged to obtain individual tax advice as it relates to claiming exemptions for business use as they file their personal income tax. All record keeping, analysis, and tax law interpretation are the sole responsibility of the employee.

603.00 Determination of Allowance Amount

The dollar amount of the wireless allowance is intended to cover the employee's projected business-related monthly expenses. These expenses include the cost of basic equipment and a monthly wireless service plan. The plan chosen should be the least expensive that provides adequate business-related services. Upgrades to basic equipment (special cosmetic or technical features, etc.) or wireless phone use unrelated to business have not been considered. Determination of the allowance will be made by the Procurement Department based on currently available plans. Allowances will be reviewed periodically and may be adjusted either upward or downward.

604.00 Employee Responsibility

The employee must retain active wireless service as long as the Wireless Service Allowance is in place. The employee must make this number available for University use and agree to accept calls. The University may periodically request a copy of the billing or other documentation to insure the service remains in effect. Because the wireless service is owned personally by the employee, and the allowance is taxable income, the employee may use the phone for both business and personal purposes, as needed. The employee may, at his or her own expense, add extra services or equipment features as desired.

Use of the service in any manner contrary to local, state, or federal laws will constitute misuse, and could result in immediate termination of the Wireless Service Allowance.

605.00 Documentation and Review Requirements

The Wireless Service Allowance Request Form and a copy of the employee's most recent wireless service invoice must be submitted to Human Resources to initiate the allowance process.

Since this is an adjustment to a payroll record the vice president responsible for the department must review and approve the employee business-related wireless service use to determine if existing wireless service allowances should be continued as-is, changed, or discontinued.

Use the Wireless Service Allowance Request Form to initiate changes, and notify Human Resources and Payroll immediately when an employee with an allowance leaves the University.

606.00 Wireless Service Usage outside the Allowance

If an employee's job duties do not include the frequent need for wireless service, the employee is not eligible for an allowance. Such employees may request reimbursement for the actual extra expenses of business wireless service. Reimbursement for per-minute air time charges is limited to the total overage charges shown on the invoice. Expenses for minutes included in the plan will not be reimbursed. The individual should make personal payment to the provider, and then submit a request for reimbursement via the expense report process.

Reimbursements are intended for extraordinary situations. Reoccurring reimbursements should be reviewed and if justifiable an allowance should be provided.

University employees traveling internationally on business can submit for reimbursement of business related wireless phone calls (using the expense report process). Reimbursement will be

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for the actual expenses of the call and must be supported by both the detailed phone bill and the business purpose of the call. As with all reimbursed expenses, employees should seek out and use the most cost effective means of communication.

607.00 Technical and Service Support

University support of wireless service will be limited to specific hand devices, all Blackberry models and iPhones, and to basic functions such as connection to email and calendar for those with data service. Employees will be responsible for resolving any other issues and for obtaining service support directly from their selected provider.

607.00 Department Responsibility

1. Departments are responsible for ensuring that all employees receiving allowances have legitimate business needs and comply with all University policies.
2. Departments are responsible for periodic review and justification of the allowance.

608.00 Implementation

The Director of Procurement Services will establish procedures for the acquisition and use of wireless phone technology in-line with the policy outlines above.