

**University of Rhode Island**  
**Office of Controller**  
**Athletics Department Stipend for Cellular Phone Policy**  
Effective: April 1, 2009

A stipend will be issued to those employees in positions authorized for URI cellular phone usage. Positions authorized for URI cellular phone usage are determined by the following criteria:

- Safety requirements indicate having cellular phone is an integral part of performing duties of job description
- More than 50% of work is conducted in the field
- Required to be contacted on a regular basis
- Required to be on-call (24/7)
- Critical decision maker

The following positions within Athletics are eligible for the cellular phone stipend:

1. Athletics Director; Deputy Athletics Director; Associate Athletics Directors
2. Head Coaches; Assistant Coaches; Operations Managers
3. Other designated Athletics staff as authorized by the Athletics Director

The following guidelines must be followed:

- URI will not be responsible for procuring cellular phones for those individuals that are eligible for the stipend.
- The cellular phone equipment and service plan will not be purchased, licensed, or directly billed to URI.
- The employee is responsible for the purchase of the cell phone equipment to be used for basic cell service (most basic cell service plans provide free phones). Costs for cosmetic or technical extras that have no business purpose are the responsibility of the employee.
- URI will not pay any plan cancellation fee or penalties for early termination incurred by employee.
- The cell phone service is personally owned by the employee and may therefore be used for both personal and business calls. An employee who receives a cell phone stipend must maintain an active cell phone contract for the duration of the stipend.
- A copy of the front page (proof of service) of the employee's cell phone bill must be submitted to the Business office on the 30<sup>th</sup> day of each month or the stipend will be cancelled.

The cell phone stipend is taxable income to the employee; therefore the individual will be taxed according to the IRS and State regulations.

**Reimbursement Stipend Levels**

1<sup>st</sup> Level: Employee who has light to moderate usage of the cellular phone for business purposes, 450 minutes or less with unlimited text messages.

2<sup>nd</sup> Level: Employee who has moderate to heavy usage of the cellular phone for business purposes, 450 – 900 minutes with unlimited text messages.

3<sup>rd</sup> Level: Employee who has very heavy usage of the cellular phone for business purposes, over 900 minutes, unlimited text messages and data services for PDA/Blackberry, such as email and calendar.

Rates for each level will be reviewed and established by the URI Controller's Office at the beginning of each fiscal year. The stipend amount will be based on a cellular company which offers State of RI employee a discount. Currently Verizon Wireless offers a 15% discount to State of RI employees.

# Cell Phone Stipend Reimbursement Procedures

## Transition Process for Athletics Employees with URI cell phone:

- All Athletics employees currently issued URI cell phones will be required to submit the [Cellular Phone Stipend Request](#) form to the Athletics Business office. The Business office will determine the stipend reimbursement levels. The appropriate Sport Administrator must authorize the request.
- Existing URI cellular phone service commitments must expire before transition to cell phone stipend.
- All costs related to the purchase and usage of the employee's cellular phone is the responsibility of the employee, including any cancellation/termination fees or penalties incurred by the individual.

## New Requests and Renewals

- Cellular Phone Stipend Request forms must be completed by employee and forwarded to Athletics Business Office to determine stipend level and to acquire approval from the Athletics Director.
- The Business Office will enter the approved biweekly stipend into the URI biweekly payroll system for active employees.
- Annual renewals need to be completed by June 30<sup>th</sup> of every year.

## Stipend Payments

A copy of the front page (proof of service) of the employee's cell phone bill must be submitted to the Business office on the 30<sup>th</sup> day of each month or the stipend will be cancelled.

## Changes or Discontinued Stipend

The Employee's supervisor is responsible for an annual review of the business need for a cell phone stipend to determine if the stipend should be changed or discontinued. If a University decision is made which results in changing or discontinuing the cell phone stipend during the year or if the employee is terminated, the employee is responsible for the cost of the personal cell phone including cancellation/termination fees.