Business Services for Student Services

Student Services Procedure Manual

COMMUNICATION ALLOWANCE

Number: SS-518
USU Policy: 518 Cell Phone
Subject: Communication Allowance
Original Effective Date: October 2013
Last Update: July 1, 2015
Approved by: James D. Morales, Vice President for Student Services

OVERVIEW

In an effort to ensure the Division of Student Services is compensating communication allowances appropriately, Dr. Morales has asked that all directors analyze their department's phone allowances and ensure our employees are treated equitably across the division.

1.1 ALLOWANCE SCHEDULE

HR has provided the following compensation schedule for different levels of responsibility:

Directors: $50 per month
Associate/Assistant Directors: $50 per month
Exempt Staff: $25 - $50 per month
Non-exempt staff: try not to compensate as they are to only work 8 to 5

1.2 EMPLOYEE REVIEW

Each director is to review the PDQ of every employee whose position may contain functions that require the use of a cell phone to conduct official business. This includes employees that often spend time away from their desks, work after hours or weekends, or whose student population relays on the accessibility of our employee. Those who should be considered include, Associate or Assistant Directors, Recruiters, Advisors or Program Coordinators.

1.3 ALLOWANCE VALUE DECISION

The decision for whom, and the value of, communication allowances are extended is determined by the director of each department. A cell phone bill will be required annually for documentation to be held in the department, it is crucial that no communication allowance is in excess of the documented cell phone charges.

Please refer to HR policy 518 on cell phones for operating policies and procedures. It can be found at: http://www.usu.edu/hr/files/uploads/Policy%20518%20Cell%20Phones%20-%20Final%20070112.pdf