

Cell Phone Allowance

Approved by: Lori Seager, Vice President / Chief Finance Officer
History: Initial implementation July 1, 2009; Updated July 1, 2023

PURPOSE

Colorado College will provide a “cellular allowance” for hourly paid employees whose job duties necessitate the use of a cell phone or “smart phone”. The allowance will be added to payroll and applicable taxes will be deducted. The supervisor will be responsible for determining which hourly staff positions require a cellular allowance. Cabinet members will approve all requests.

PROCEDURE

Establishment and Payment of Allowance

If a direct supervisor determines it is necessary (see eligibility guidelines below) for an hourly staff employee to receive a cellular allowance, the supervisor must sign and submit the *Cellular Allowance Request Form* for approval to the appropriate cabinet member, and to Payroll. The form will be retained in the employee’s file and, should the employee change positions, a review by the new supervisor will be required to determine if a cellular allowance is necessary and the position is eligible. Supervisors are responsible for an annual review of the hourly position’s responsibilities to determine eligibility to continue, change, or discontinue the allowances.

The monthly allowance will be split evenly and added to each semi- monthly paycheck beginning not less than two weeks after receipt of the completed Cellular Allowance Request Form. This allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increase to base pay due to annual raises, job upgrades, etc.

Eligibility Guidelines

- More than 50% of work is conducted in the field.
- The employee must be readily accessible for frequent contact with the public or with college faculty, staff, or students.
- The employee is required to be mobile across campus and off campus for a significant portion of their work hours.
- The employee is required to provide extended hour support for critical services at the college or is responsible for operational or decision making for critical services at the college both during the workday and beyond normal work hours. (The extended hour support for critical services eligibility criteria does not ordinarily apply to faculty/student communications, even though these communications may occur outside of regular business hours.)

Allowance Level:

\$30 per month/Average Usage

\$60 per month/High Usage and/or Smart Phone