

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

CELLULAR TELEPHONES

OBTAINING AND USING A DEPARTMENTAL CELL PHONE

1. There are circumstances when employees share a departmental cell phone to improve customer service and to enhance business efficiencies.
2. The departmental cell phones are used while employees are at work and are left in the department at the end of the employee's shift.
3. Each department is responsible for all charges related to their department's cellular phone(s).
4. Arrangements for pick-up and instruction on cellular telephone use will be coordinated with the department and arranged by the Purchasing Department.
5. Monthly invoices will be charged to the departmental budget.

EMPLOYEE CELL PHONE

An employee required to carry a cell phone will receive a non-taxable phone allowance. The employee is responsible for all cell phone expenses.

A cellular phone stipend may be requested by the supervisor by completing an Employment Authorization/Change of Status form following the proper routing procedures for authorized signatures.

Adopted—Cabinet
November 16, 2004
August 5, 2008
February 17, 2009
January 17, 2012
Revised—Cabinet
September 18, 2012
Reviewed—VP and CFO
August 1, 2019