

## Broward College Wireless Stipend Program

### Who is eligible?

The stipend program, with a Cabinet member's approval, is available to College employees who are required to have a cell phone for business purposes. If a College employee's job duties include the need for a wireless device, then the employee may be eligible to participate in the stipend program to cover such expenses. To be eligible for an allowance, employees must agree to provide the College with proof of an active wireless contract during the stipend period.

### How much is the stipend?

The amount of the stipend represents the current market price for a cell phone plan to cover the number of business minutes used by each individual. The dollar amount of the stipend will vary based on the employee's projected business-related expenses and job responsibilities. The stipend will be divided into the following options:

<b>Plan Type</b>	<b>Stipend Amount</b>	<b>Plan Details</b>
Plan A1	\$12.00	Cell based on 175 cellular minutes usage
Plan A2	\$23.00	Cell based on 175 cellular minutes usage and AT&T mobile-to-mobile
Plan A3	\$33.00	Cell based on 175 cellular minutes usage, AT&T mobile-to-mobile and enterprise paging
Plan A4	\$50.00	Smart Phone based on 175 cellular minutes usage and unlimited data
Plan A5	\$60.00	Smart Phone based on 175 cellular minutes usage, AT&T mobile-to-mobile, and unlimited data
Plan A6	\$71.00	Smart Phone based on 175 cellular minutes usage, AT&T mobile-to-mobile, enterprise paging, and unlimited data
Plan B1	\$34.00	Cell Plan with 450 cellular minutes, rollover and AT&T mobile-to-mobile
Plan B2	\$45.00	Cell Plan with 450 cellular minutes, rollover , AT&T mobile-to-mobile and enterprise paging
Plan B3	\$72.00	Smart Phone Plan with 450 cellular minutes, rollover, AT&T mobile-to-mobile and unlimited data
Plan B4	\$82.00	Smart Phone Plan with 450 cellular minutes, rollover, AT&T mobile-to-mobile, unlimited data and enterprise paging
Plan C1	\$51.00	Cell Plan with 900 cellular minutes, rollover and AT&T mobile-to-mobile
Plan C2	\$61.00	Cell Plan with 900 cellular minutes, rollover , AT&T mobile-to-mobile and enterprise paging
Plan C3	\$89.00	Smart Phone Plan with 900 cellular minutes, rollover, AT&T mobile-to-mobile and unlimited data
Plan C4	\$99.00	Smart Phone Plan with 900 cellular minutes, rollover, AT&T mobile-to-mobile, unlimited data and enterprise paging
Plan D1	\$68.00	Cell Plan with 1350 cellular minutes, rollover and AT&T mobile-to-mobile
Plan D2	\$78.00	Cell Plan with 1350 cellular minutes, rollover , AT&T mobile-to-mobile and enterprise paging
Plan E1	\$105.00	Cell plan with unlimited cellular minutes
Plan E2	\$115.00	Cell plan with unlimited cellular minutes and enterprise paging
Plan E3	\$101.00	Smart Phone plan with unlimited cellular minutes and unlimited data
Plan E4	\$112.00	Smart Phone plan with unlimited cellular minutes, unlimited data, and enterprise paging

**Who pays for the cost of the cell phone stipend?**

The cost of the stipend is charged against the requesting department's cost center number.

**Will the College pay for the cost of new equipment?**

No. The College will not be responsible for the purchase of cell phones, batteries or accessories. The charges or costs associated with new, replacement or repair of lost, stolen or damaged devices will be the employees' responsibility.

**Is there an end date to the stipend?**

Yes. The authorizing department must complete an online PER1 with Human Resources prior to the end of the Fiscal year. Department administrator should perform an annual audit of employee business-related wireless device use, to determine if an existing stipend should be continued as-is, changed, or discontinued, and to determine if any new allowances should be established. The V.P. for Human Resources and Equity will submit a list of approved employees to cabinet for review and approval during the budget cycle.

**What happens if the employee leaves the College for any reason?**

The cell phone and associated plan belongs to the employee. The College will not be responsible for any outstanding fees should they choose to discontinue the plan, nor will the employee be required to turn in their phones.

**How does the Stipend affect my paycheck?**

This stipend does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay. The annual stipend will be distributed equally in all paychecks. The stipend is not considered reportable wages for College paid retirement but is recorded as taxable income similar to our current parking stipend.

**How is the dollar amount determined for the Stipend?**

The dollar amount of the stipend will be selected based on employee's projected business-related expenses only. Supplements will be charged against the requesting department's cost center, unless other funding sources are authorized.

**What if my stipend needs to be discontinued or changed?**

The employee must retain an active wireless device contract as long as the stipend is in place. The authorizing department will be responsible for reviewing employee business-related wireless device usage, to determine if an existing allowance should be continued as-is, changed, or discontinued, and to determine if a new stipend amount applies.

**What if I am late or do not pay my cell phone bill?**

The College will not be responsible for ANY fees associated with a change or cancellation in contract. The employee will bear ALL cost of any fees associated with their plans. The College, at its discretion, may discontinue the stipend at any given time. All expense records are subject to review during the audit processing cycle.

## Wireless Stipend Agreement

Employee's Name: \_\_\_\_\_ Employee's Title: \_\_\_\_\_

PID Code: \_\_\_\_\_ Cost Center: \_\_\_\_\_

Department: \_\_\_\_\_ Building/Room: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### **JUSTIFICATION FOR STIPEND (please check one)**

- Administrator
- Member of Emergency Response Team
- On-call/After Hours Personnel
- Technician/Field Personnel
- Other: \_\_\_\_\_

### **PHONE/DEVICE BEING USED (please check one)**

- Cellular
- Smart Phone

### **SERVICE PROVIDER INFORMATION:**

Carrier Name: \_\_\_\_\_ Cell No: \_\_\_\_\_

### **REQUIRED FEATURES:**

Cellular Minutes: \_\_\_\_\_ Data: \_\_\_\_\_

Text Message: \_\_\_\_\_ Enterprise Page: \_\_\_\_\_

Add'l Features: \_\_\_\_\_

As a BC employee, I request to participate in the Wireless Stipend Program. I acknowledge and agree that the following are my obligations under the Program:

1. I will not use my cell phone for College business purposes while driving a vehicle unless I am using a hands-free accessory.
2. I will be responsible for all costs associated with my cell phone account.
3. I will retain an active wireless device contract as long as my stipend is active.

The College, at its discretion, may discontinue my stipend at any given time. All expense records are subject to review semi-annually during our audit processing cycle. **A Personnel Recommendation (PR) with an end date of June 30 of the requested fiscal year needs to be submitted to Human Resources to initiate the wireless stipend. Each subsequent year a new wireless agreement and PR must be issued for the Stipend to continue.**

Employee's Signature: \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

VP/Provost/Exec Staff Approval  Yes  No

VP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Stipend Amount: \$ \_\_\_\_\_ Approved Cell Code: \_\_\_\_\_

**Original: Human Resources**