

Policy Subject:	Cellular Communication Services Policy				
Responsible Office and Applicability:	Oxford College, All Employees	Adopted:	03/19/2018	Reviewed:	03/19/2018
Responsible Executive:	Senior Associate Dean, Finance and Administration	Revised:	No Revisions to Date		
Policy Type:	Administrative	Policy Contact:	Senior Associate Dean, Finance and Administration		
Related Policy:	Cell Phone Form	Forms	Cellular Communication Services Authorization Form		

Policy Overview

This policy is established to provide an allowance for Oxford College employees who are required to routinely utilize third-party cellular communication services in the performance of job duties beyond scheduled or normal working hours. Employees have limited privilege to receive an allowance when cellular communication services are needed in support of primary job functions.

Eligibility Requirements

Employees of all Departments of Oxford College whose job require frequent work outside the office or whose responsibilities require accessibility regardless of time or place may be eligible for a mobile device and services provisioned by Oxford College and the University's preferred carrier or shall receive an approved allowance amount for their personal monthly mobile phone expense. All requests for a mobile phone or monthly phone allowance are made by completing the Cellular Communication Services Authorization Form.

Financial Responsibility and Program Management

The employee's Department Head, Associate Dean of Finance, and Chief Business Officer are responsible for annual review of the business need for cell phone allowance and determining whether the agreement needs to be changed, renewed, or discontinued. If the employee resigns, is terminated, transfers departments, changes job duties, no longer requires cell phone services, or otherwise no longer qualifies for an institutional allowance, the employee's manager should contact Finance and Administration at oxfinancial@emory.edu.

Routing and Approvals

Approval must be initiated and coordinated at the department level (Manager or Supervisor). Using the Cellular Communication Services Authorization Form approvals for defined allowance options are provided by appropriate Deans, Directors, Department Heads, or designees. Final review and processing is coordinated by Finance and Administration. All allowance options are subject to budget availability and on-going eligibility as stipulated in the required functions of the position.