



CELLULAR PHONE STIPEND PROCEDURE

Request & Approval Process

1. The employee's direct supervisor and area Vice President or Associate Vice Chancellor reviews for approval or denial the completed *Cellular Phone Stipend Authorization* (see cover page) and verifies the budget code prior to submission to the College President or District Vice Chancellor.
2. The College President or District Vice Chancellor reviews for approval.
3. If approved, stipends are processed for payment by Business Services. Please note that stipend payments will be processed on a monthly basis.

Stipend Amount

Fixed amount for all eligible employees: **\$80.00 per month ***

** This fixed amount is based on a periodic survey of major cellphone carriers and their single line voice and data plans. The amount is considered a reasonable cost of reimbursement. Employee stipends are generally not considered compensation and are at the sole discretion of the District.*

Criteria for Eligibility

Administrators: Based on job responsibilities and obligations for administrators, these employees are eligible to receive the cellular phone stipend with approval of their supervisor.

Supervisors, Confidential Employees, and Classified Staff: These employees may be approved to receive the cellular phone stipend if they meet the eligibility criteria below:

Not Eligible	Eligible
Limited number of regular contacts (via cellular phone)	Multiple number of regular contacts (inside and outside the employee's immediate department and/or area of responsibility)
Incidental or non-frequent use	Frequent (e.g., daily) use
Usage mainly during peak events or time periods	Usage beyond peak events or time periods
Not formally required to fulfill most job responsibilities	Necessity - integral part of the employee's job responsibilities
Other communication devices or channels exist to fulfill most job responsibilities (e.g., Jabber, office phone, Slack, Microsoft Teams, etc.)	Multiple locations required by the District to conduct job responsibilities
"On call" availability (per contractual agreement) does not apply	"On call" (per contractual agreement) after-hours required
Use of cellular phone for multi-factor authentication to access District Network	
Approval of a remote work request alone does not constitute eligibility	
Assigned a District-provided cellular phone	

Faculty, Temporary Employees (TEAs), Independent Contractors, and Student Employees:
These employees are not eligible for a cellular phone stipend.

Source of Funds

Foothill College, De Anza College, and Central Services will each fund the stipends for their employees. Employees will begin receiving reimbursement on a monthly basis as of the approval date. Retroactive reimbursement is not available for any time period prior to cellular phone stipend approval.

Periodic Review

This procedure will be reviewed periodically to ensure it is up to date, in support of current working conditions, and in alignment with *Board Policy 6450* and *Administrative Procedure 6450*.

Additional Terms & Conditions

Employee must be an active District employee for at least 15 calendar days prior to receiving a cellular phone stipend.

Employees who resign from the District will be subject to stipend cancellation immediately following their final day of employment.

Motor vehicle drivers may not use wireless or cellular telephones while operating any vehicles without a hands-free listening device and shall comply with all requirements of State law regarding the use of wireless or cellular telephones in vehicles. Drivers may use a wireless or cellular telephone to contact a law enforcement agency or public safety entity for emergency purposes.

Employee acknowledges that receiving this cellular phone stipend confirms use of their personal device for work purposes and by doing so, it may contain public records requiring the employee to search and provide copies of such records to the District in compliance with the California Public Records Act and/or other legal requirements.

Employee acknowledges that receiving a District-issued cellular phone or cellular phone stipend confirms use of cellular device for work purposes and connection to the District Network requires adherence to District security protocols, in accordance with *Administrative Procedure 3720*.



CELLULAR PHONE STIPEND AUTHORIZATION

This *Cellular Phone Stipend Authorization* is to be used for requests to receive a cellular phone stipend. Additional details (e.g., stipend amount, criteria for eligibility, and approval process) are included for reference. Following the decision by the College President or District Vice Chancellor, the employee and authorizing supervisor(s) shall be notified by Business Services.

Employee Name: _____ **CWID:** _____

Employee Title/Position: _____

District Location: ☐ Foothill College ☐ De Anza College ☐ Central Services

Fund: _____ **Org:** _____ **Acct:** _____ **Prog:** _____

Employee Signature: _____ **Signature:** _____
Email: _____

Supervisor Signature: _____ **Signature:** _____
Email: _____

Vice President or Associate Vice Chancellor Signature: _____ **Signature:** _____
Email: _____

INTERNAL USE ONLY

Status: ☐ Approved ☐ Denied

Approval Date (as applicable): _____

NOTE: *If approved, the approval date serves as the effective date for receipt of the stipend.*

College President or District Vice Chancellor Signature: _____ **Signature:** _____
Email: _____