



DIVISION	POLICY NUMBER
X. Information Technology	10.01.06 [1]
CATEGORY	DATE
10.01.06 Cellular Mobile Device	Adopted: 11/2010 Revised: 11/2020

10.01.06 CELLULAR MOBILE DEVICE

Purpose

For the purposes of this policy, the term *cellular mobile device* will include handheld devices such as cell phones, smart phones, two-way communication devices with cellular capabilities, internet data services, personal digital assistants, etc.

This policy complies with Internal Revenue Service (IRS) rules regarding the taxability of employee cell phones and outlines the requirements and user expectations for reading and controlling College data using cellular mobile devices. Cellular mobile devices extend the security boundaries of the College in that they allow for the transportation, storage, and manipulation of privileged information. This policy is intended to outline mechanisms for safeguarding that information and to enhance employee safety, limit College liability, and help manage mobile telecommunication costs.

Scope

The policy applies to all full-time employees and other persons who have or are responsible for any cellular mobile device issued by Joliet Junior College (JJC) (College-owned devices (COD)) or who conduct business on behalf of the College using an individually-owned cellular mobile device. This policy also governs cellular mobile devices acquired via grants and contracts awarded in JJC's name.

Usage

The College will require each employee eligible for a cellular mobile device to establish his or her own personal usage plan (known as individual-owned device (IOD)). Each user will have both freedom of choice and personal responsibility for his/her cellular mobile device and plan. No employee is to use a COD or IOD device for the purpose of illegal transactions, harassment, or obscene behavior in accordance with the College Board Policies, College collective bargaining agreements, and the Employee Handbook. Further, it is expected that all cellular mobile devices will be used in a safe



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manner. Employees are expected to obey all laws applicable to the use of cellular mobile devices. The use of cellular mobile devices while driving is discouraged.

Employees, who are charged with traffic violations resulting from the use of a cellular mobile device while driving, whether JJC owns or supplies the employee with the vehicle and/or device, may be subject to disciplinary action and personal liability resulting from such traffic violations.

Individual–Owned Cellular Mobile Devices

The College will provide an allowance to eligible employees whose job duties include the frequent need for a cellular mobile device. This reimbursement is for the business use of their personal cellular mobile devices. Employees are responsible for choosing their own voice or data plan as well as their service provider. Determination of the allowance is made at the department head and President’s Cabinet level and must follow procedure 10.01.06.00 Cellular Mobile Device Procedure in the JJC Procedures Manual. This allowance does not constitute an increase to base pay, will not be included in the calculation of percentage increases to base pay, and will not be used to calculate benefits such as retirement contributions.

Cellular mobile devices will not be issued to student workers, contract employees, part-time and temporary personnel, or consultants.

College-Owned Cellular Mobile Devices

The IRS requires employees to keep on file detailed documentation of business use on College-owned cellular mobile devices. The following IRS requirements must be followed:

- Document the business and personal use of the device.
- The amount of each separate expense must be provided.
- The time and the place of each expense must be documented.
- The business purpose of each expense must be given.
- The employee must reimburse charges related for any personal calls in a timely manner.



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If any one of the above requirements is not met, the total value of usage (business and personal) must be included in the employee’s gross income.

It is imperative that College-owned cellular devices are used to conduct College business and used appropriately, responsibly, and ethically.