

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 9.4.1

Title: Wireless Communication Stipend Policy	
Originated by: Vice President of Business Affairs	
Signature	Date
Approved by: President	
Signature	Date
Reviewed: July 1, 2011 July 1, 2015	Revised: July 1, 2011 July 1, 2015

Policy Statement: Employees meeting one or more of the established criteria set forth below will be paid a monthly stipend to offset cost of their personal cellular phone. Established criteria for receiving the stipend are as follows:

- Key staff member (defined below) needed in the event of an emergency. Nature of employee's work is critical to the operation of the college and immediate response is required.
- Employee does not have access to traditional land-based phone services while on duty **AND** the absence of land-based phone service increases the danger to students.
- Employee is involved in frequent off hours/on-call activity.
- Employee's assigned work requires travel more than 50% of the time.

Key staff members needed in the event of an emergency are defined by position and include the following positions:

Head of Maintenance
Director of Information Technology

Note: While Administrative level positions are deemed critical, they are not eligible for the stipend.

Rationale: This policy provides assurance of availability of key personnel in emergency situations and reduces potential risk to students and personnel.

Procedure: Stipend payment may be authorized by the completion and approval of MATC's Authorization for Business Use of Employee's Personal Wireless Device, Form WD.

1. The request must be authorized by the Department Chair, if appropriate, and one Vice President. If no Department Chair is in place, the request must be authorized by the Vice President of Instructional Affairs.
2. The employee must sign Form WD and submit for approval.

3. Authorization and approval for reimbursement will be reviewed periodically (at least once per year) to determine if the reimbursement continues to be necessary and appropriate.
4. The stipend will cease immediately upon termination of employment.
5. Authorized employees will receive a non-taxable monthly stipend of \$50.
6. The telephone number for the employee's wireless device will be published in the MATC personnel directory and the MATC emergency contact list.
7. The employee is expected to keep the wireless device in good working order and accept emergency calls after normal business hours as required by the duties and responsibilities of the position held.
8. Stipends will be charged to the departmental budget.
9. Employees are required to adhere to all federal, state and local rules and regulations regarding the use of wireless devices while driving on duty and/or conducting college business. In no case should college business ever be conducted while driving any vehicle. The purpose of this restriction is to eliminate the College's liability if any accident should occur.