

DCCCD BUSINESS PROCEDURES MANUAL
38.0 - MOBILE PHONE and INTERNET STIPENDS

Reviewed 09/08/08

Revised 09/24/08

PAGE 2

OVERVIEW FOR MOBILE PHONE AND INTERNET STIPENDS

38.0.0

A. GENERAL

Board Policy DEB (LOCAL) was established to authorize the payment of a stipend to employees required to conduct District business via mobile phone or Internet on a regular basis.

GUIDELINES FOR MOBILE PHONE AND INTERNET STIPENDS

38.1.0

A. GUIDELINES

1. Mobile Phone Stipend

- a. A stipend of \$50 or \$80 is available for mobile phone use depending on the amount of mobile phone usage required by the employee to effectively conduct District business.
- b. The employee must obtain the necessary approvals before receiving the stipend.

2. Internet Stipend

- a. A stipend of \$50 monthly is available for Internet for employees who telecommute or who provide information technology support on a regular basis after hours.
- b. The provider's installation fee is reimbursable on a one-time only basis unless an internet connection already exists in the home.

B. APPROVALS

1. Mobile Phone Stipend

- a. In order for an employee to receive a mobile phone stipend, approval must be obtained from the location chief executive officer, who will also approve the amount of the stipend. Approval for a chancellor's cabinet member's mobile phone stipend and amount must be obtained from the chancellor.
- b. The employee's supervisor may request approval after the supervisor has determined there is a need for conducting District business via mobile phone. The supervisor must also recommend the level of service needed to meet departmental requirements.
- c. The level of service required for the employee to effectively conduct required District business will determine the amount of the stipend.

2. Internet Stipend

DCCCD BUSINESS PROCEDURES MANUAL
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Reviewed 09/08/08
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PAGE 3

- a. In order for an employee to receive an Internet stipend, approval must be obtained from the location chief executive officer.
- b. The employee's supervisor may request approval after the supervisor has determined the employee meets the eligibility criteria.

C. ESTABLISHING A STIPEND

The following guidelines apply to both the Mobile Phone Stipend and the Internet Stipend.

1. An employee must work with the supervisor to first obtain written approval from the location chief executive officer for receiving the level of stipend needed.
2. After approval is obtained, the employee is responsible for establishing an account with a vendor and plan of his/her choosing. (If the employee already has an established mobile phone or Internet plan prior to the business need being identified, this step will not be necessary.)
3. The employee must provide proof that the plan is in effect, i.e. a copy of the contract or the first (current) month's bill, must be provided to the supervisor.
4. The supervisor will then forward the supporting documentation and written approval for the stipend to the location Human Resources Department.
5. The location Human Resources Department will complete a "Stipend" form (Form 00724-10/98) and have its payroll personnel enter the stipend into the payroll system.
6. The stipend will begin the month the associated account is activated or the approval given, whichever is later.

D. TERMINATION OF SERVICE

The following guidelines apply to both the Mobile Phone Stipend and the Internet Stipend.

1. If an employee receiving a monthly stipend decides to terminate the service or the service is canceled, the monthly stipend will also be terminated. The employee is responsible for any cancellation fee. The employee is also responsible for notifying the location Human Resources Office if the stipend is no longer needed because service has been terminated or canceled.

2. If the supervisor of the employee becomes aware that the service(s) associated with the stipend is no longer active but the stipend is still being paid, (s)he must notify the location Human Resources Office to end the stipend.
3. An employee may be asked at least once annually to supply written proof that the service(s) associated with the stipend is still active.

E. LOST, STOLEN OR DAMAGED EQUIPMENT

38.5.0

The following guidelines apply to both the Mobile Phone Stipend and the Internet Stipend.

The employee receiving this monthly stipend is responsible for the replacement of any lost, stolen or damaged equipment purchased by the employee. For this reason the employee should consider purchasing any warranties or insurance for any equipment that may be used (i.e. mobile phone, laptop, etc.).

F. ENDING A STIPEND

The following guidelines apply to both the Mobile Phone Stipend and the Internet Stipend.

1. A stipend may be ended for several reasons, including:
 - a. Termination or cancellation of the associated service
 - b. Determination by the employee's supervisor that the employee no longer has a business need for conducting business via mobile phone or Internet
 - c. Determination by the employee's supervisor that the required level of service is no longer needed.
 - d. Extended absence (a full month or more) from District duties, i.e. for long-term disability or military service.
 - e. Termination of employment
2. The stipend will end in the month of the cancellation of service, the month the business need is determined not to exist (including extended absences), or the month of termination of employment.
3. If an employee terminates employment with the District, whether voluntarily or involuntarily, the employee will have sole responsibility for fulfilling the terms of whatever contract has been established with the associated service provider. The District will give no further remuneration for associated service(s).

G. SUPERVISOR'S RESPONSIBILITIES

The following guidelines apply to both the Mobile Phone Stipend and the Internet Stipend.

The supervisor is responsible for:

1. Determining whether there is a significant business need for an employee to receive a stipend for one of the aforementioned services
2. Obtaining approval from the location chief executive officer or chancellor
3. Forwarding documentation to start receiving the stipend to the location Human Resources Department
4. Periodically verifying the associated service is still in effect by requesting written verification from the employee
5. Determining when there is no longer a business need for the employee to receive a stipend
6. Notifying the location Human Resources Department to end the stipend if (s)he becomes aware a) the employee no longer has the service or b) there is no longer a business need for the service or c) has terminated employment

H. EMPLOYEE'S RESPONSIBILITIES

The following guidelines apply to both the Mobile Phone Stipend and the Internet Stipend.

The employee is responsible for:

1. Selecting a service plan and provider for the service associated with the stipend that will satisfy the level of service needed to effectively conduct District business
2. Purchasing any equipment, service or insurance including but not limited to installation, hands free equipment, the phone instrument, etc.
3. Submitting documentation to the employee's supervisor to establish the stipend
4. Supplying proof of continued service if requested
5. Notifying the location Human Resources Office if the service is terminated or canceled
6. Completing the financial and all other commitments for any service contract still in effect at the time of termination of employment and/or the stipend

I. HUMAN RESOURCES RESPONSIBILITIES

The following guidelines apply to both the Mobile Phone Stipend and the Internet Stipend.

The Human Resources responsibilities include:

1. Verifying appropriate approval and documentation have been received to establish the stipend
2. Completing the stipend set up form
3. Having the stipend set up in the payroll system
4. Terminating the stipend on the payroll system when evidence is provided that the service has been terminated or cancelled, the stipend is no longer needed, or the employee has been terminated

J. PENALTY FOR FRAUD

The following guidelines apply to both the Mobile Phone Stipend and the Internet Stipend.

The penalty to an employee for accepting a stipend based on fraudulent communication may include but is not limited to repayment of the stipend and/or termination or employment.