

Title:	Mobile Electronic Messaging Device Policy
Effective Date:	11/07/2019
Date of Last Revision:	03/23/2023
Review Date:	
Cancellation:	
Responsible Office:	Administration & Finance

Mobile Electronic Messaging Device Policy

Policy

SLCC has multiple locations being serviced by limited staff and, therefore, requires travel ensure more efficient services to the State of Louisiana, its residents, the Louisiana Community and Technical College System, and to allow for more effective response times during states of emergencies, employees may be provided with a non-compensatory, non-taxable reimbursement for use of a personal mobile device or issues a state mobile device for conducting SLCC business.

The following criteria are provided in order to determine a position's eligibility for a mobile device per diem.

1. **Need for Mobility** – Some of the employee's work duties are away from the office and the employee must be available for contact by SLCC, LCTCS, State and other related business entities.
2. **Emergency Response** – Position's primary responsibilities include emergency response and requirement to be available during non-business hours. The employee must be available for emergency contact at all times on a 24/7 basis.
3. The employee receiving reimbursement for a personal mobile device must maintain a plan that is reasonably related to the needs of the SLCC business requirements.
4. Reimbursements for personal mobile device plans by SLCC cannot exceed \$100 per month or the amount of the employee's plan, whichever is lower.
5. The reimbursement for the personal mobile device plan must not exceed the requirements for the employee's duties, or the need for the mobile access outside of the office or business hours.
6. The reimbursement for a mobile device plan may not substitute for a portion of the employee's pay.
7. Mobile Communications Agreement and Request Form and a copy of the employee's mobile device plan must be submitted annually and must be retained in the employee's reimbursement file.
8. Employees with a mobile stipend included in their salary are not eligible for a mobile reimbursement.

Employees are eligible to receive the mobile device per diem for business-related mobile device expense upon approval by the Chancellor or the Vice Chancellor for Administration and Finance. In return for providing their own mobile device and service and have such available for business use, the employee will receive a monthly per diem based on the level of service required by South Louisiana Community College. There will be no reimbursement or direct payment for any mobile device charges other than this per diem. Reimbursements will be processed quarterly. General guidelines for reimbursement are as follows:

Level	Annualized Mobile Reimbursement Amount	All Hours Emergency Response Required	Imparative to Contact - Buisness Day Mobility	Significant Community Member Contact
Level A	1,200.00	Yes	Yes	Yes
Level B	960.00	Yes	No	No
Level C	960.00	No	Yes	Yes
Level D	600.00	No	Yes	No

Ownership:

The mobile device's contract is in the name of the employee or they are specifically identified in the plan. The named mobile contract person or employee is solely responsible for all payments to the service provider. The service provider must be a statewide provider that provides services equivalent to AT&T, Sprint, or Verizon.

The employee obtains the mobile device service and equipment; concurs with the plan choices, service levels, calling features; and accepts termination clauses and payment terms. The employee may, at his or her own expense, add extra services or equipment features, as desired. If there are problems with service, the employee is expected to work directly with the carrier for prompt resolution.

South Louisiana Community College does not accept any liability for claims, charges or disputes between the service provider and the employee. Use of the mobile device in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the mobile device per diem.

This policy may be suspended under conditions of financial emergency as determined by the Vice Chancellor for Administration and Finance.

Attachments

Mobile Communications Agreement and Request Form

Reference:

[IR 2011-93, IRS Notice 2011-72 and IRS MEMORANDUM FOR ALL FIELD EXAMINATION OPERATIONS, each dated September 14, 2011](#)

Policy Reference:

N/A

Review Process: AF-1104

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
Responsible Office	Init. 11/06/2019 Rev. 1 03/23/2023		
Committee for Institutional Policy Review	Init. 11/06/2019 Rev. 1 04/12/2023	11/06/2019 04/18/2023	11/07/2019
Executive Leadership Team	Init. 11/07/2019 Rev. 1 04/27/2023	11/07/2019 05/08/2023	11/07/2019

Chancellor's Signature/Approval

SIGNATURE:



Vincent G. June, Ph.D.
Chancellor

DATE:

5/8/23

Final Distribution:

Electronic: posted to College's website and sent via email to college personnel

Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review