



## **PERSONNEL POLICIES — SECTION 300**

**NUMBER: 315**

**SUBJECT: CELL PHONE STIPEND POLICY**

**LAST REVIEWED: 6/1/2007; 1/31/2023**

**EXECUTIVE STAFF REVIEW: 2/6/2023**

**BOARD APPROVAL: 6/20/2007;  
3/15/2023**

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### **315.1 PURPOSE**

Mountainland Technical College (MTECH) recognizes that certain job functions require the use of a cell phone for an employee to be readily reachable both during the work day and after working hours. This policy provides general policy guidelines for the use of cellular phones by employees of Mountainland Technical College.

### **315.2 POLICY**

#### **2.1 Removal of Stipend for Employee Owned Cellular Plans and Devices**

2.1.1 Prior to March 31, 2023, certain eligible employees were paid a monthly stipend to compensate for the use of personal cell phones for College business purposes. As of March 31, 2023, employees will no longer receive stipends for the use of personal cell phones.

2.1.2 The eligible employees who had previously been receiving monthly stipends will have an equivalent amount added into their regular base pay, which will become effective beginning the first payroll in April 2023. This amount will continue as part of the employee's base pay throughout their employment at MTECH. These employees are expected to continue using their cell phones in the same manner as if they were receiving the stipend.

#### **2.2 Use of Personal Cellular Phones**

2.2.1 Employees may choose to use their personal cellular phone in order to assist in performing his/her job duties. All full-time Professional/Administrative and Faculty employees are expected to be accessible during regular work hours, which may include availability through a mobile device.

- 2.2.2 Departments may obtain College owned cellular phone devices and/or phone numbers for departmental use when the phone is to be shared and utilized by multiple individuals, or when the assigned phone number is published as a College contact number.
- 2.2.3 Employee's personal cell phone numbers should not be published as the primary contact number for the department or the college for business purposes. Only the College's internal office phone numbers should be published for students, employees, partners, or customers doing business with the College. Calls to these desk phones could be automatically transferred to a cell phone using the phone system when necessary. This does not prohibit employees from using cell phones to make or receive individual contact.
- 2.2.4 The College cannot be held accountable for any illegal or improper use of a mobile device not owned by the College. Employees shall not use their mobile devices while operating a motor vehicle as defined in Utah law.