I. PROCEDURE

In an effort to provide improved support for systems campus-wide and our partners, the IT Division will provide reimbursement toward a portion of an employee’s cell phone bill, in accordance with WSU Policy 3-65.

In addition, the IT Division will also provide reimbursement toward a portion of an employee’s home Internet access bill.

IT Division management will determine which positions should receive reimbursement for cell phone and home Internet expenses. This procedure is not limited to those receiving “on-call” compensation.

**Employee Responsibilities**

*Cell Phone*: Employee will submit a completed Employee Mobile Communication Services Agreement along with a complete cell phone statement for review annually.

If requesting reimbursement for a Cell Phone Purchase, employee will submit a completed Employee Mobile Communication Services Agreement along with a receipt for the phone purchase.

*Home Internet*: Employee will submit a home Internet access billing statement for review annually.

**IT Division Responsibilities**

Original signed documentation and cell phone agreement paperwork will be kept on file with Supervisor. A copy of all documentation will be filed in the Vice President’s office.

**Compensation**

*Cell Phone Reimbursement*: IT Division will provide reimbursement toward cell phone service for personnel to facilitate their duties, as follows:

- $60.00 per month if position REQUIRES a basic plan for calls
- $80.00 per month if position also REQUIRES an unlimited text plan
- $100.00 per month if position also REQUIRES an unlimited data plan.

Reimbursement will be done by supplemental pay stipend on semi-monthly paycheck.
Cell Phone Replacement: IT Division will pay for replacement cell phone equipment not to exceed $200 every two years. Reimbursement will be done by supplemental pay stipend on one paycheck.

Internet Access: IT Division will pay $55.00 per month towards home Internet access for personnel where home Internet access assists personnel in the duties of their job. Reimbursement will be done by supplemental pay stipend on semi-monthly paycheck.