





**ATTACHMENT A for  
Policy and Procedure for Cellular Communication Devices and Services  
Eligibility Criteria**

**Key Management and Safety Personnel**

- Members of the President's Cabinet and the President's Leadership Council based on required availability as relates to executive management and/or emergency situations.
- Employees with responsibility for programs, services or systems that necessitate frequent and immediate communications throughout the workday and/or after-hours.

**Technical Monitoring**

- Employees required to monitor essential systems, which may include receiving text messages from such systems upon outages or conditions outside of operating standards.
- Employees who must be available immediately for service calls or troubleshooting during the workday and/or after-hours.

**Work Location**

- Employees who do not have access to other communication devices while performing job duties because the employee has no assigned office and/or a change in primary work location has occurred. Such employees are only eligible for designation if the University requires that they maintain regular contact with the institutional constituents and if cellular technologies are judged by the University to be the best options for doing so.
- Employees who are required to travel on a frequent basis and must maintain regular communication while in travel status.
- Employees performing the majority of their job duties in the field where business either cannot be conducted by a landline telephone or such would be inefficient.

**ATTACHMENT B for  
Policy and Procedure for Cellular Communication Devices and Services  
Monthly Allowance**

Title	Description	Monthly Allowance (Taxable)
Comprehensive Cellular Telephone Service	Estimated to cover a portion of unlimited talk and text	\$35

The allowance amount is included in an employee's last paycheck of each month and is subject to appropriate federal and state withholding as taxable income.

