

PROCEDURE LIT.1.03.05 CELL PHONE ALLOWANCE

SCOPE: Faculty and Staff

1. Lamar Institute of Technology (LIT) recognizes that the use of cellular phones may aid an employee in his or her employment as well as benefit the employee's department and LIT.
2. This procedure addresses the recognition of personal income to individuals receiving benefits of institutional provided communications services.
 - 2.1. The President or his designee will determine which college employee will receive compensation to acquire a cellular communications device to conduct institutional business.
 - 2.2. Personal income will be recognized by the individuals realizing benefits from the use of these institutional provided services.
3. Program Specifics:
 - 3.1. Wireless communication services are administered by the LIT Information Technology Department.
 - 3.2. LIT has established a list of positions that are authorized to be compensated for the purpose of acquiring a cellular phone.
 - 3.3. Individuals will be provided with a stipend to maintain wireless communications services so that they can conduct required college business.
 - 3.4. Each individual given a stipend is required to provide LIT Information Technology with a cellular phone carrier and telephone number.
 - 3.5. LIT Information Technology is to be notified if the service provider changes or telephone number changes.

Related Policies: LIT.1.03

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:

Adopted: September 2009

Reviewed:

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