Frequently Asked Questions:

CELL PHONE ALLOWANCE GUIDELINES

Q: What is Vincennes University’s Cell Phone Allowance Guidelines?
A: The Cell Phone Allowance Guidelines establish cell phone allowance payments as the primary method to reimburse staff that use cell phones and services. Payments offset the cost of personally owned cell phones and service for business needs.

Q: Does everyone get an allowance for a personally owned cell phone?
A: No. Employees receive allowance only if their specific job duties require they carry a cell phone, and then only in an amount necessary to cover anticipated business use.

The following guidelines identify a need for a cell phone:

- Employee is responsible in emergency matters
- Employee does not have access to a landline when doing a substantial portion of their job
- Employee’s job effectiveness will show a significant increase through the use of a mobile device or Internet access
- Employee is required to be accessible on a continuous basis and such access exceeds normal business hours

Q: Will all University equipment be converted to personally owned cell phones or services?
A: Employees who currently have employer provided cell phones may continue to use them if desired. The new guidelines do not allow for any reimbursement for equipment. University owned cell phones or services in limited situations for short-term events, emergencies, or multiple staff who share a single device will continue to be owned by the University.

Q: What are the security requirements for personally owned cell phones?
A: When using a personal cell phone for Vincennes University official business, users are reminded that they are subject to all University policies. In particular, users should be mindful of the procedures regarding the secure use and transmission of University data.

Q: How will I receive the cell phone allowance?
A: Employees approved by their department for a cell phone allowance will receive payment as part of their normal pay distribution after a Cell Phone Allowance Authorization is completed, approved and processed. Allowances should be reviewed at least annually by the department to affirm continued business need.

Q: Is the amount I receive for my cell phone allowance taxable?
A: The allowance amount is not taxable income under the guidance of the September 14, 2011 IRS Notice 2011-72 and its memo to its examiners. According to this Notice, employers that require employees, primarily for noncompensatory business reasons, to maintain and use their personal cell phones for business purposes may treat reimbursements of the employees’ expenses for reasonable cell phone coverage as nontaxable. Please consult a tax advisor for further information.
Q: Do I get retirement contributions or other benefits if I receive an allowance for my cell phone?
A: No. The allowance is not part of the employee’s base salary. It is not included when determining raises and/or benefits.

Q: Will I be reimbursed if I need a new cell phone?
A: No. Employees who currently have employer provided cell phones may continue to use them if desired. They will be become the property of the employee and the University will assume no responsibility for the equipment or its replacement.

Q: Will MIC/Telecommunications offer a service to assist in equipment repairs or billing questions under the allowance method?
A: No. The vendor and employee are responsible for handling repairs and billing questions. However, Telecommunications staff will continue to provide technical support with same level of service as employees have today to provide functionality for their business need.

Q: Will the University publish my personal cell phone number?
A: Any employee who receives a cell phone allowance will be expected to have their cell phone number available to be published or distributed for business purposes. Recipients of a cell phone allowance must notify Vincennes University of the cell phone number and must continue to maintain the cell phone while in receipt of the allowance.