UNIVERSITY of ST. THOMAS

Remote Access Allowance Policy

Policy Statement

The University of St. Thomas is committed to providing employees the tools and resources they need to perform their job responsibilities successfully. Employees whose position requires them to have remote accessibility may receive extra compensation, in the form of an allowance, to cover business-related costs. The requirement of remote accessibility can include the need for a cell phone, personal digital assistant (i.e., BlackBerry), or internet access at home. This policy is intended to meet the need to require remote access, while promoting good stewardship of the university's resources.

Applicability

This policy applies to positions which require the incumbent to have remote access to complete the responsibilities of his/her position. The requirement of remote accessibility must be included on the job profile for the position and approved by the individuals in the position's reporting structure, including the appropriate Executive Vice President. To be eligible, the position must be exempt from the Fair Labor Standards Act and meet one of three conditions: business travel, daily/after-hours communication or emergency contact. The conditions are described in the Definitions section below.

Definitions

Wireless communication devices:
Equipment used as to obtain remote access and can include a cell phone, personal digital assistant (i.e., BlackBerry), or internet access at home.

Allowance:
The allowance is a set dollar amount determined by the type of wireless communication device required. The approved allowance will be paid to the employee via the biweekly payroll process. The allowance does not constitute an increase to base pay, and therefore, will not be included in any percentage calculations for benefits or pay adjustments. The allowance is considered taxable income, in accordance with IRS regulations.

Conditions:

- **Business Travel:**

The need for constant use of a wireless communication device for an employee who must frequently travel off campus to do business, but needs to remain in touch with others for business purposes.

- **Daily/After-Hours Communication:**

The need for constant and immediate communications through the day (if your position requires you to be away from your desk frequently) or after hours for an employee who's position, the significant portion of which, supports or is otherwise responsible for programs, services or systems.

- **Emergency Contact:**

The requirement to be available for emergency contact as an employee whose duties require them to be immediately contacted, anywhere, anytime (24/7).

Program Guidelines
Wireless communication devices should not be selected as an alternative to other means of communications – e.g., land-lines, pagers, work computers with internet access – when such alternatives would provide adequate but less costly service to the university. Pagers will continue to be available through Purchasing Services and are excellent inexpensive tools for contacting employees.

An employee whose position requires remote access must maintain an active contract for service. Failure to do so will result in disciplinary action in accordance with the University Discipline and Corrective Action policy. This policy also prohibits the use of a WellsOne card for payments of any wireless communication device purchases or charges.

Note: If a university employee's job profile does not include the need for a wireless communication device, then the employee is not eligible for an allowance. Such employees may request reimbursement for actual extra expenses of business calls made using their own wireless communication device (but reimbursement for per-minute "air time" charges is limited to the total overage charge shown on the invoice, i.e., expenses for business minutes which do not create overage charges will not be reimbursed.) For employees with infrequent wireless communication device use, land-line usage should occur whenever possible to limit the business use of the cell phone.

Any exceptions to this policy must be approved by either the Chief Academic Officer or the Chief Administrative Officer.

Equipment
The employee must purchase the equipment and own it personally. The employee may, at his or her own expense, add extra services or equipment features, as desired. Employees will not be reimbursed for the purchase of a cell phone. The university will provide a taxable allowance up to $200 towards the purchase of a personal digital assistant, if required for their position. The taxable allowance will be paid through a miscellaneous pay through the payroll process and will not exceed the actual cost of the purchase. Any fees incurred for hooking up a personal digital assistant to the university server will be reimbursed to employees qualifying under this allowance plan. Employees not qualifying under this allowance plan may be reimbursed for hook-up charges by obtaining manager approval.

Purchasing Services should be contacted for vendor preferences and discounts. With respect to personal digital assistants, IRT should also be contacted to discuss equipment compatibility.

Because the wireless communication devices are owned personally by the employee, and the allowance provided is taxable income, the employee may use the device for both business and personal purposes.

Allowance
The allowance amounts are set at $30, $50 and $70, depending on the type of allowance and amount of business use per the Allowance Request Form. Purchasing Services researched competitive rates when determining the allowances. The amounts will be reviewed on an annual basis. Generally, employees may only qualify for one allowance.

Qualifying employees should use the Allowance Request Form that is available through the Controller's Office web site. Employees should complete the form and obtain the appropriate signatures which include their Manager or Supervisor, their Academic and Administrative Leadership Group Member, as well as their Executive Vice President. The approved form and job profile should be sent to Human

Resources at Mail # AQU217. A copy of the Allowance Request Form must also be kept on file in the employee's department.

It is the department head's responsibility to review the cell phone needs in his or her department on at least an annual basis. The Controller's Office must be notified of any changes or discontinuations during the year.

The allowance expires at the end of each fiscal year. Vice Presidents and Deans will be asked to review and approve the renewal of the allowances each fiscal year. This process of renewal will be coordinated by the Controller's Office.

Effective Date
This policy is effective on July 1, 2007.