

<b>Title: Wireless Communication Usage &amp; Reimbursement Policy</b>	
Originated by: Jane Bloodgood, VPBS	
Signature	Date
Approved by:	
Signature	Date
Reviewed on: 01/25/05	Revised on: 02/12/07

**Policy Statement:** Effective on July 1, 2005, or earlier if circumstances warrant, MATC will no longer maintain a cellular phone account. Employees required to be on call to ensure student safety, protect MATC facilities/property or provide essential services will be reimbursed for the use of their personal cellular phone on a per diem basis.

**Rationale:** This policy will reduce administrative time and equipment expenditures. MATC will no longer be required to repair or replace lost or damaged equipment. The employee will not have to carry a piece of equipment that is restricted from personal use. Administrative internal audit time will be reduced on a monthly basis.

**Procedure:** Reimbursement may be authorized by the completion and approval of MATC's Authorization for Business Use of Employee's Personal Wireless Device, Form WD 06-07.

1. The request must be authorized by the Department Chair, if appropriate, and one Vice President. If no Department Chair is in place the request must be authorized by the Vice President of Instructional Services.
2. The employee must sign the request and submit a photocopy of page 1 of their wireless communication bill.
3. The employee must submit a photocopy of page 1 of their wireless communication bill to the Accounting Specialist monthly in order to receive reimbursement.
4. Authorized employees will receive a non-taxable per diem check in the amount of \$35.00 per month provided the employee has followed reimbursement procedure.
5. The telephone number for the employee's wireless device will be published in the MATC personnel directory and the MATC emergency contact list.
6. The employee is expected to keep the wireless device in good working order and accept emergency calls after normal business hours as required by the duties and responsibilities of the position held.