

New Cell Phone Policy FAQ effective July 2009 - Employees

What is Wellesley's new cellular phone policy?

The full cellular policy will be available on the web shortly.

Why are we moving to personally owned cell phones?

The IRS requires that the business and personal use of college owned cell phones be documented in a very detailed manner. No departments are currently documenting and substantiating to the detail required by IRS rules. The IRS can declare that all undocumented use is personal and should be taxed, even if the calls were mostly business. Receiving taxable allowance for an individually owned mobile device removes the detailed documentation requirement.

Will all current college owned cell phones be converted to personal accounts?

No. Department heads will be responsible for reviewing the new Criteria for Eligibility provided in the policy to assure the job function is eligible for the allowance. Once it is determined that the job requires a cell phone, the Wellesley College Cell Phone Allowance Request Form must be filled out with all required approvals and returned to Donna Ng in Finance, Green Hall Rm. 146 with a copy to Teddie Borey in Telecom.

What happens if I currently have a cell phone paid for by the college but it is determined that under the new eligibility requirements my position no longer requires a cell phone for college business?

The Department head will notify Telecom. We can either cancel the service or if the employee would like to continue with the service, Telecom will work with you to move the account to a personal one, retaining the existing telephone number.

Will I be eligible for Wellesley College employee discounts?

Yes, Wellesley employees can still get the designated monthly plan discounts associated with each carrier.

They are:	at&t/cingular	15%
	Sprint	15%
	Nextel	13%
	Verizon Wireless	12%

Will I have to pass a credit check when I take financial responsibility for my cellular account?

Yes, all cellular vendors currently require that you pass a credit check.

What options are available if the employee currently has a college owned cell phone and is eligible for the allowance?

How does a college owned phone get changed to a personal one? Is there one process to accomplish changing an account from Wellesley to personally owned?

Because the college has contracts with Sprint, Verizon Wireless, Nextel and at&t/Cingular there will be different processes. Once eligibility is determined and the request form is complete Telecom will contact the user to determine next steps. The actual process will vary and involve both employee and Telecom tasks to complete.

Will the equipment be changed when the account is changed?

If you are satisfied with the equipment and carrier, it will be moved to a personal account as is. If however, you wish to investigate a new carrier, Telecom will work with you to identify carrier customer service contacts to pursue other options.

What if I want to remain with the carrier but purchase new equipment?

Telecom will work with the carrier to see what promotions are available for new phones and provide this information to the individual. However, the purchase decision is made by the employee. The college will not be responsible for the purchase of new equipment.

What if I have a personal phone already and do not want to retain the college phone?

You can choose to stay with the carrier of your choice and we will work with you to “port” the college number to a personal account if you wish. Or you can maintain your personal number but must notify the college of the new number. The college account will be cancelled.

What if I want to change my carrier and plan?

Once the account is in the employee’s name they can choose the plan, carrier and equipment. It is possible to “port” the number to another carrier. They must maintain whatever requirements are necessary to successfully complete Wellesley business as per eligibility for the allowance.

Is the allowance I receive for my college cellular phone taxable?

Yes, the allowance amount is taxable.

Are there retirement contributions or other benefits associated with the taxable cell phone allowance?

No, the allowance is not part of an employee’s salary. It is a taxable reimbursement not included when determining benefits.

How will I know what cellular phone or monthly plan is best for me?

Telecom is working with the carriers to provide support and answer questions. The plan selected should be based upon several factors. The employee should consider both personal and business needs, calling patterns, free to free mobile minutes, family plans, etc.