

New Cell Phone Policy FAQ for Department Managers

What is Wellesley's new cellular phone policy?

The full cellular policy is included in this packet and 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 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. During this transition, once it is determined the position function requires a cellular device 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 Telecommunications. Once the allowance is approved Telecom will work with the employee to change the account.

Where can I get a copy of the Cell Phone Allowance Request Form?

It is included in this packet and will be available on the web.

Once a department head has determined those positions which no longer qualify for a college cell phone, how do we cancel service?

Please collect the equipment if it is less than a year old and return to Teddie Borey in Telecommunications providing her with the name of the person who has had the phone. Telecom will cancel the service. Or if the employee wishes to retain the service for personal use, Telecom will work with the employee to move the account to a personal one, retaining the existing phone number.

What if there are termination fees charged for non-completion of the contract?

The college will negotiate and be responsible for any termination fees associated with college provided service.

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

What if the employee wants 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 the employee has a personal phone already and does not want to retain the college phone?

They can choose to stay with the carrier of their choice and we will work with them to "port" the college number to a personal account if they wish. Or the employee can maintain their personal number but must notify the college of the new number. The college account will be cancelled.

What if the employee wants to change their 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.

Will the employee be eligible for Wellesley College employee discounts?

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

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

Will the employee have to pass a credit check when they take financial responsibility for their cellular account?

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

Is the allowance received for the 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 an employee know what cellular phone or monthly plan is best for them?

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.