

# Advancement | UCF Foundation, Inc.

## Mobile Device Policy

Policy# 7.00

Effective Date: 05/23/2018

Responsible Department: Accounting

### 1. PURPOSE

In accordance with University Policy 4-009.3, Cellular Telephone Acquisition and Use, this policy is to document the UCF Foundation's eligibility criterion for receiving a mobile device/cell phone allowance including the maximum allowances authorized for the Foundation employees.

### 2. APPLICABILITY

All University employees acting on behalf of Advancement, receiving a non-compensatory mobile device/cell phone allowance.

### 3. POLICY

Employees who meet one of the business purpose criteria listed in this policy will be eligible to receive a mobile device/cell phone allowance for the purchase of a mobile device/cell phone and a monthly reimbursement for the cost of data/cell phone service.

The university's Cellular Telephone Acquisition and Use policy and Cell Phone Allowance Request form applies to all UCF employees receiving a non-compensatory mobile device/cell phone allowance including where Foundation funds are used and transferred to the university to fund the allowance payment.

#### **Foundation Eligibility Criterion:**

A business purpose for non-compensatory allowance exists if in the course of carrying out job responsibilities, an employee has a *need* for business related mobile technology. Simple convenience is not a criterion for receiving an allowance. At least one of the following criteria must be met:

- A. The job function requires the employee to be accessible outside the scheduled or normal working hours.
- B. The job function requires considerable time outside the assigned office or work area and it is important for the employee to be accessible during this time.

**Foundation Allowance amount:**

- A. Foundation employees eligible for a mobile device/cell phone allowance shall be limited to the following maximum allowances:
- B. \$45 per month allowance for development officers
- C. \$30 per month allowance for all other Foundation employees designated as requiring a cell phone for business purposes.
- D. A one-time supplement submission for reimbursement of the initial purchase of a new cell phone and or hands free device up to \$300, including activation fees.
- E. Employees are eligible for a cell phone upgrade supplement once every two years of up to \$300. Monthly installment payments will be reimbursed after payment is made up to \$300. This reimbursement is for the cell phone and or hands free device only. Each two year period shall start on the employee's last reimbursement date noted in the previous submission.

**4. CLARIFICATION**

Requests for clarification of this policy should be sent to the Chief Financial Officer for Advancement.



Name: Michael J. Morsberger

Title: Vice President Advancement and Chief Executive Officer

**Revision history:**

Adoption Date: 10/16/2014

Revised: 10/28/2014

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