1.0 Purpose

Allow Florida Gateway College (FGC) to meet Internal Revenue Service Regulations as well as its fiduciary responsibility by providing guidelines for the use of wireless devices and services such as wireless cell phones and/or Personal Digital Assistants (PDAs) for College business purposes.

2.0 Scope

This Policy applies to all personnel at FGC.

3.0 Statement

FGC will not own wireless devices and/or their service plans for the use by FGC personnel (except as authorized in individual employee’s contract). Personnel whose job duties require a wireless device may receive extra compensation in the form of a monthly salary allowance to cover costs related to the device and its service and an initial one-time wireless device allowance. All such allowances must be approved by senior management, i.e., the President and either the Vice President of Instruction and Student Services or the Vice President of Business Services and, as appropriate, the Board members.

No further reimbursement for wireless devices is available to employees who already have such an allowance. All other personnel may submit College business-related wireless device expenses for individual reimbursement.
Beginning immediately, FGC will no longer enter into any new wireless contracts. In order to allow for an orderly transition, anyone currently using a College-owned device has until June 30, 2010 to comply with this Policy.

Beginning June 30, 2010, the College will no longer make direct payments to wireless service providers (except as related to item 3 below).

Monthly payments (payroll deductions) from personnel toward the personal use of any FGC-owned devices will cease beginning June 30, 2010.

History: Adopted: 11/11/09; Effective: 11/11/09
1.0 Use of Wireless Devices and Services for College business.

A. Criteria for consideration of a Monthly Salary Allowance

PDA/Smart phone:
- The individual's responsibilities require 7x24 access via phone.
- The individual's responsibilities require them to be away from their office a significant amount of the time.
- Continuous access to email and/or instant access to others are required to successfully complete their job or communicate with others.

Non-PDA/Smart phone:
- The individual's responsibilities require 7x24 access via phone.
- The individual's responsibilities require them to be away from their office a significant amount of the time.
- The individual's responsibilities require instant access to others in critical situations.
B. Establishment and Payment Allowance

Based on the stated criteria, if a College employee’s job duties include the need for a wireless device, then the employee may be eligible for a salary allowance to cover such expenses. It may be requested using the Request to Start/Stop Wireless Stipend Form and the Authorization for Wireless Equipment Form. The request may be made at any time during the fiscal year. The dollar amount requested should cover the remainder of the fiscal year. Payments will be divided equally among the remaining pay periods. For example, a $360 request made at the beginning of the fiscal year (July 1), an employee who is paid biweekly will receive $13.85 (gross) in his or her paycheck.

Regardless of when they are established, allowances will cease at the end of the fiscal year (June 30). Each fiscal year, Monthly Wireless Salary Allowance Request Forms must be sent to Payroll to continue the allowance, or to establish any new allowances.

Employees that require a cell phone or PDA will receive an initial one-time allowance for the purchase of wireless equipment of up to $100.00 for a cell phone and up to $300.00 for a PDA, based on the most cost efficient equipment available.

The one-time allowance for the device and the monthly salary allowance will not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay. It also is not reportable wages for College paid retirement plans.

C. Determination of Dollar Amount of Allowance

The dollar amount of the allowance should cover the employee’s projected business-related expenses only. In order to keep this determination relatively simple for the departments the Finance Office will establish two usage limits. The Finance Office will also list monthly additives for special equipment or uses not anticipated by this policy. Based on the department’s projections of the employee’s usage and/or special circumstances the department will choose one of the two amounts and additives if determined for an allowance.
D. Use of Wireless Device

The employee must retain an active wireless device contract as long as the allowance is in place. Because the employee owns the wireless device personally, and the allowance is taxable income, the employee may use the phone for both business and personal purposes, as needed.

E. Documentation and Review Requirements

The Business Services Office must assure that personnel receiving the allowance have active wireless contracts for the requested allowance period. Periodic copies of personal, itemized invoices will suffice in meeting this requirement and are subject to audit at any time by the Business Services Office or external auditors.

All personnel agree to provide the College with proof of an active wireless contract during the allowance period, if requested.

The Business Services Office is responsible for an annual review of College personnel use of wireless devices and services to determine if an existing allowance should be continued as is, changed or discontinued.

F. Fees for Contract Changes or Cancellations

The College will not be responsible for ANY fees associated with a change or cancellation in contract. College personnel will bear ALL costs associated with their plans.

2.0 Infrequent Use of Wireless Devices for Business Purposes

If the College employee’s job duties do not include the need for a wireless device, then the employee is not eligible for an allowance to cover such expenses. Such College personnel may request reimbursement for the actual extra expenses of business calls made using their own personal wireless device (but reimbursement for per-minute “air time” charges is limited to the total overage charge shown on the invoice, i.e., expenses for minutes included in the plan will not be reimbursed). For example if the personal plan included 100 minutes and the minutes used for both personal and College business for the month were
125 minutes then the maximum amount of minutes that could be reimbursed for the month would be 25 even if College business use was 50 for the month.

Personnel should make personal payments to the provider, and then submit a Request for Wireless Reimbursement Form and a Disbursement Request. A copy of the statement should be attached to the form, with the separate business-call charges clearly marked. These requests must be made within thirty days of the Wireless provider invoice date.

3.0 Departmental Use of Wireless Devices

The College will continue to allow a few departments on campus (Example: Security, Facilities, and IT) the capability of maintaining a small number of wireless devices for departmental use. These devices will be assigned as needed. The department must maintain an assignment record using the appropriate property form. These wireless devices must be used for COLLEGE BUSINESS purposes only. The monthly invoices submitted for payment to Accounts Payable must identify the business purpose of each charge (except calls to FGC numbers).
Authorization for a Wireless Device

An initial one-time wireless device allowance of up to $100.00 is provided to College personnel that require a cell phone or and up to $300.00 for employees that require a PDA/Smart phone. If you believe you require a wireless device to perform your work then you must justify its College business purpose. Please complete this form. Your department head, the Business Services Office Director and the Executive Director/CIO Information Technology must approve.

Name of Requestor: __________________________________________

Department Name: ____________________________________________

General Ledger Account: _____________________________________

Amount: ______ (Please attach supporting documentation, i.e. contract/receipt)

Type of wireless equipment: Cell Phone ____ PDA/Smartphone ____

Explain the College business purpose requiring a wireless device:

I have read and understand the college’s Wireless Devices and Services Procedure.

_________________________________________  ____________
Requestor  Date

_________________________________________  ____________
Department Head  Date

_________________________________________  ____________
Business Services Office Director  Date

I hereby authorize the purchase and use of the wireless devices and services described above by the requestor for the stated purposes.

_________________________________________  ____________
Executive Director/CIO Information Technology  Date
Please forward signed document to Business Services, Accounts Payable for processing of Requestor’s one-time reimbursement upon final authorization.

Procedure 6Hx12:12-55
Continued
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PDA/Smartphone requirements and specifications

Request a PDA/Smartphone device that comes with either the Windows Mobile 6 Standard or Professional operating system. This device must support over-the-air synchronization with Exchange Server ActiveSync. This built-in support for Exchange Server must work without requiring any extra servers or desktop redirectors and must be able to synchronize the e-mail inbox, subfolders, calendar, contacts, and task data between Exchange Server and the mobile device. The following are recommended specifications:

| Operating System                        | Windows Mobile 6 Standard OS  
|                                       | Windows Mobile 6 Professional |
| Mobile E-mail Software                 | Microsoft Mobile Outlook for  
|                                        | Contacts, calendar, task, e-mail, text messaging |
| Mobile Applications                    | Microsoft Office Mobile Edit Word  
|                                        | and Excel, view PowerPoint files,  
|                                        | and File viewer for PDF files |
| Mobile Web Browser                     | Internet Explorer Mobile for fast  
|                                        | loading HTML browsing |
| Direct Push E-Mail Technology          | ActiveSync |
| Mobile Media Player                    | Media Player 10 Mobile or higher |
| Keyboard                               | Slim design PDA with QWERTY keyboard |
| Processor                              |                                        |
| Display resolution                     | 2.4” 320 x 240, 65 TFT or Better |
| Touch Screen with stylus              |                                        |
| 3G Technology                         |                                        |
| Camera                                 | 2.0 MP camera or better with video recording |
| Built-in and Expandable memory         |                                        |
| Speakerphone                           | Hands-free loudspeaker and microphone |
| Bluetooth Wireless connectivity        | Version 2.0 + EDR or higher |
Examples of recommended smartphones: Samsung BlackJack II ($100) for AT&T customers; for Verizon customers the Motorola MOTO Q-9C ($130) or the Samsung SCH-i760 ($350).

Point of Contact: Mr. Mike Davis, at 386-754-4242.