

Cell Phone Reimbursement Policy

Last Updated: 02/13/2026

Board Agenda ID: BD 09-26

Scope: This policy applies to ASI full-time professional staff whose job duties require consistent communication beyond normal office settings, including after-hours availability, off-site responsibilities, or emergency response.

Purpose: The purpose of this policy is to outline ASI's procedures for partially reimbursing employees who use their personal cell phones for official ASI business. It ensures staff remain accessible while maintaining cost efficiency and compliance with auxiliary fiscal standards. The policy outlines eligibility criteria, reimbursement tiers, employee responsibilities, and oversight procedures to foster transparency and accountability.

1. Background

- a. The Associated Students, Inc. recognizes that the performance of certain job responsibilities may require the use of a cell phone. ASI will reimburse those employees who hold positions where the duties of that position require the use of their individually owned cell phone. The reimbursement is meant to offset the overall costs of cell phone ownership, not cover those costs in full.

2. Eligibility Requirements

- a. The job function of the employee requires considerable time outside their assigned office or work area, necessitating accessibility during those periods.
- b. The job function of the employee requires them to be accessible outside of scheduled or normal working hours; and/or
- c. The employee must be reachable in emergencies.

3. Oversight, Approval & Funding

- a. The ASI Executive Director is responsible for identifying full-time employees who hold positions that include the need for a cell phone. The ASI President is responsible for the approval process of the ASI Executive Director.
- b. Each cost center is required to assess the necessity regarding whether a cell phone is necessary, and to select alternative means of communication (e.g., landlines or radios) when such alternatives are available and provide less costly service to ASI. Simple convenience is not a criterion for reimbursement. Reimbursements are funded by the cost center submitting the request.

4. Reimbursement Tiers

- a. Monthly reimbursement rates are based on the employee's classification:
 - i. Tier I: Non-exempt employees will be reimbursed at a rate of up to \$50 per month.
 - ii. Tier II: Exempt employees will be reimbursed at a rate of up to \$85 per month.

5. Employee Responsibilities

- a. The employee is responsible for purchasing a cell phone and establishing a service contract with the provider of their choice. The contract is in the name of the employee, who is solely responsible for all payments to the service provider. The employee purchases service and equipment; determines plan choices, service levels, and features; and accepts termination clauses and payment terms. The employee will provide their contact number to their supervisor and additional staff as requested and will promptly notify their supervisor if the number changes.
- b. Because the cell phone is personally owned, the employee may use the phone for both business and personal purposes as needed. The employee may, at their own expense, add extra services or equipment features, as desired. If there are problems with service, the staff member is expected to work directly with the carrier for resolution. ASI does not accept any liability for claims, charges, or disputes between the service provider and the employee.
- c. The employee is responsible for submitting a Direct Pay Request and a copy of the summary page from their cell phone bill in order to receive the reimbursement.
- d. Employees who use their personal cell phones for work-related purposes are responsible for ensuring the security and confidentiality of all work-related data stored or accessed on their devices.
- e. ASI cares about employee personal safety and is committed to doing everything possible to prevent workplace accidents and provide a safe working environment. Employees are prohibited from using their cell phones while driving unless they are using hands-free technology in compliance with state and local laws.