



POLICY

Departmental Responsibility: VP Finance and Operations

Topic: Personal Communication Stipends

Policy: Personal Communication Services Policy

Last Revised Date: October 22, 2018

Effective: January 1, 2019

RATIONALE: Clemson University offers a taxable stipend for personal communication services (i.e., cell phone or wireless device) to employees whose duties and responsibilities require such services. This policy eliminates the University paying for unused minutes on high-minute plans and simplifies the administration and management of cell phone bills, payments and reimbursements.

POLICY: The appropriate dean, director, vice president or designee can authorize a taxable personal communication stipend for employees who must use a wireless communication device for University business. If authorized, those employees required to maintain wireless service for University business would receive compensation in the form of a personal communication stipend. Simple convenience is not a criterion for a personal communication stipend. All personal communication stipends must adhere to this policy and the process outlined in the Personal Communication Services Procedure.

A personal communication stipend can be authorized after a review of the criteria conveyed on the [Personal Communication Services Application](#) and the application's completion.

The University may discontinue the personal communication stipend at any time.

SCOPE AND APPLICABILITY: This policy is applicable to faculty and staff of Clemson University and is supported by the Personal Communication Services Procedure and the Personal Communication Services Application. This policy allows for one stipend per eligible employee to cover wireless communication devices defined as cellular ("cell" or "mobile") telephones (including cell phones with two-way communication capability), BlackBerrys and other Personal Data Assistants (PDAs), wireless cards, internet access on personal devices, laptops and tablets with wireless capabilities and any other mobile communication devices. This list is illustrative and not intended to be a comprehensive list of all tools covered by this policy.

This policy does not cover certain resources such as two-way radios, prepaid cell phones, pooled equipment, home desktop computers, pagers or one-time purchases of international phones. These resources will continue to be deployed only when there is a legitimate business need and will be managed at the departmental level.

MANAGEMENT/RESPONSIBILITY: Deans/directors/vice presidents or designee of the associated divisions shall be responsible for the management, compliance and approval of each employee's personal communication services application.

Related Documents:

[Personal Communication Services Application](#)

[Personal Communication Services Procedure](#)