

CELL PHONE AND INTERNET STIPEND POLICY

OBJECTIVE AND SCOPE

Minneapolis College of Art and Design (MCAD) acknowledges the need for some employees to use personal equipment during extensive travel or off-hours on call.

This policy establishes the guidelines for a cell phone stipend for those individuals. Eligible employees must have authorization in advance by the CFO.

PROCEDURES AND PRACTICE

Employees authorized to use personal devices and services for work purposes may receive a stipend based on position and qualifying need. If an employee obtains or currently has a plan that exceeds the stipend, MCAD will not be liable for the cost difference.

Qualifying stipends are based on at least one of the following requirements:

- 24/7 on-call availability
- Extensive travel
- Required fully remote positions with explicit authorization from CFO

The stipend amount is currently set at \$50 per month for all eligible employees.

The use of personal devices may be limited to the compatibility of technology. Contact the Help Desk with questions.

Employees receiving the stipend must acknowledge and follow the policies listed below in order to maintain the stipend.

- The stipend is taxable compensation and will be processed twice a month on employees' paychecks. Please note that in months where there are three pay dates, the third pay date would NOT include the stipend.
- Hourly/Non-Exempt employees who qualify for the stipend are required to log any additional time worked if they are contacted outside of scheduled work hours.
- By receiving the stipend, employees must agree to the following security and safety measures:
 - Enrollment in Campus Safety Campus text alerts by the Emergency Messaging System - currently OMNILERT
 - Enrollment in Google 2-Step Verification to help secure your MCAD Google account
 - Follow all other applicable MCAD policies when using the device/service for MCAD-related work
 - Follow all applicable local, state, and federal laws and regulations regarding the use of electronic devices
 - Refrain from using their personal devices while operating a motor vehicle
- MCAD employees are expected to protect personal devices used for work-related purposes from loss, damage or theft. MCAD will not be responsible for loss or damage of personal applications or data resulting from the use of company applications or the removal of company information.
- Upon resignation or termination of employment, or any time upon request, the employee may be asked to produce the personal device for inspection. All company data on personal devices will be removed by IT.