



## Staff Position Justification

This form must be completed and emailed to Trent Elmore ([telmore@campbell.edu](mailto:telmore@campbell.edu)) and Traci Anter ([anter@campbell.edu](mailto:anter@campbell.edu)) at the time a Taleo requisition is sent through for approval. Positions cannot be posted on-line until this form is completed and submitted. Please put N/A for questions that do not apply.

Taleo Requisition #

Position Title

GL salary account to be charged for position

Is this position budgeted for the 20/21 budget year?

Yes

No

Is position a new/replacement, part-time/full-time ?

New

Replacement

PT

FT

If a replacement position, who is being replaced?

Title of the person being replaced?

Current salary of the person being replaced?

Last date (mm/dd/yy) of employment of the person being replaced?

What will be the approximate salary range of this position?

Anticipated start date (mm/dd/yy) of the position?

Will this position require a mobile device stipend as defined by ITS policy 017 – Mobile Device Stipend (see second page of this form)?    Yes    No    If yes, what level?    1    2    3

Is this a crucial position (if so please explain)?

Yes

No

What are the consequences if this position is not filled or if it is delayed for six months?

Comments (Include information relevant to any grant):

Requested By (Please type/print):

Date:

Approved By (VP or Academic Dean):

Date:

## Excerpt from Policy ITS\_017 - Mobile Device Stipend (see policy for full details)

Date of Current Revision: March 2020

Primary Responsible Officer: Associate Vice President for Information Technology & Chief Information Officer (CIO)

### **Policy Statement**

It is the policy of Campbell University ("the University") to be good stewards of University resources. This policy guides the appropriate utilization of University work-related cellular service through a Stipend Program for Mobile Devices. It is intended to allow employees the opportunity to use a single device that supports both their work and personal lives in a fiscally responsible manner that complies with federal regulations and Campbell University information security policies.

Eligible employees may receive payment in the form of a monthly cell/smart phone stipend to offset the cost of business-related calls or activity on their personal cell phone or smart phone. The University does not provide cell phone accessories, except for employees who qualify under the Americans with Disabilities (ADA) Act, or activation fees. The cell phone stipend will be included in the employee's paycheck.

### Stipend Eligibility Guidelines

To qualify for the wireless communication stipend, the employee must have a business need, defined and approved by the supervisor. All University employees with job demands that require accessibility regardless of time or place are eligible for, but not entitled to, a monthly stipend for the use of their personal cell devices. Requests for stipends must be approved by the employee's vice president, dean, or delegated designee.

The following guidelines may be used as an organizational unit and the supervisor determine eligibility:

- The employee's job requires that they work regularly outside the office and need to be immediately accessible.
- The employee's job requires that they need to be immediately accessible outside of normal business hours.
- The employee is responsible for critical infrastructure and needs to be immediately accessible at all times.
- The employee travels and needs to be accessible or have access to information technology systems while traveling.

This access may be limited to voice/text communications or also require access to information technology systems --e.g., email, calendar, Web, etc.

In special cases, employees in essential services as defined by the University, such as patient care, clinical care, student residential administration, information technology, human resources, public safety, university communications, etc., may be eligible to participate in the program even if they do not meet the general eligibility requirements. In such cases, the department's vice president, dean, or delegated designee must approve the request.

Departmental eligibility criteria can be more, but not less, restrictive than the University criteria stated above. Such criteria should be in writing and cleared through the offices of the General Counsel and Human Resources to ensure nondiscriminatory actions.

### **Purpose:**

Campbell University recognizes that mobile devices may aid an employee's job performance and the efficiencies of a department by providing immediate accessibility and improving customer service. The employee's department head is responsible for recommending when an employee needs to conduct University business using a mobile device to fulfill his or her job responsibilities. The department's vice president, dean, or delegated designee must approve all such requests.

### Cell Phone Stipend Amounts

The monthly cell phone stipend amount is based upon three levels, which are defined as follows:

**Level 1 - Individual whose position requires considerable time outside the office and it is important to the University that the employee be immediately accessible to engage in frequent business communication during those times. Eligibility for this category requires regular business-related travel.**

- \$200 biennial (every other year) stipend for equipment;
- \$50 monthly stipend

**Level 2 - Position requires the employee to be immediately accessible to engage in frequent business communication outside of regular working hours. Includes on-call positions that respond to emergencies outside of typical working hours.**

- \$50 monthly stipend

**Level 3 - Essential staff approved by the vice president, dean, or delegated designee as stipend-eligible based upon job duties that require the employee to be immediately accessible and who may spend a significant amount of time outside their office on a regular basis.**

- \$40 monthly stipend

The stipend will be included in the employee's paycheck. The stipend is not intended to pay the employee's entire phone bill based on the expectation that most employees also use their cell phones for personal purposes. The stipend is not an entitlement. The amount can be changed or withdrawn without notice at any time.

Extraordinary business use of an employee's personal cell phone that results in excessive cost, such as roaming fees during official travel, may be reimbursed with appropriate substantiating documentation and approval. Such requests require a Travel Expense Reimbursement Request submitted through the expense reimbursement system to be paid from Accounts Payable. All employees (both stipend recipients and users of University-provided devices) must familiarize themselves and utilize the cell phone plan options that will minimize the cost of using their device outside their calling plan boundaries.

NOTE: Cell Phone Stipends are generally not allowed on restricted contracts and grant funding projects.