

Completed forms should be emailed to Trent Elmore (telmore@campbell.edu) and Faith McCall (fmccall@campbell.edu). Faculty and staff positions cannot be posted on-line until this form is completed, submitted and approved. Approved or denied forms will be returned to the requester. Please note, the approval of this position(s) does not approve filling the position(s). A New Hire Request (NHR) or Change in Employment (CIE) form must still be submitted and approved for staff.

## Section 1 – Position Information

Position Title:	Number of Openings:
Position Number: Not currently used	Department:
Is this a new or replacement position?	Employment Status:
If replacement:	Faculty or Staff:
Employee being replaced:	Current salary:
Title of person being replaced:	Last date of employment:

## Section 2 – Budget Information

Budget year: \_\_\_\_\_ If this is a staff position, can this position be considered for less than 12 months? \_\_\_\_\_

GL salary account to be charged for position: (10-0-####-####-0 format) \_\_\_\_\_

Approximate salary range for replacing this position: \_\_\_\_\_

Anticipated start date of the position: \_\_\_\_\_

Will this position require a mobile device stipend as defined by the Mobile Device Stipend?(see second page of this form) \_\_\_\_\_ If yes, what level?

Will this position require a university credit card? \_\_\_\_\_

If a credit card is required, please explain: \_\_\_\_\_

## Section 3 – Justification Information - ALL QUESTIONS BELOW MUST BE ANSWERED OR THE FORM WILL BE RETURNED

Is this a crucial position? (if yes, please explain)

Can hiring be delayed? (if yes, for how long?)

Is this position required for accreditation? (if yes, please identify the accreditation agency and explain)

Will this position generate more revenue than expense (if yes, explain)? If this is a new position, how will the salary be covered in the budget?

Comments/Further Explanation (New positions must include detailed justification):

## Section 4 – Approvals

Approval levels one through three must be obtained prior to submission. Approval levels four and five will be obtained after approval by the Review Committee.

1 Requested by:	Date:
2 Department Head/Dean:	Date:
3 Vice President:	Date:
4 Vice President of Business & CFO:	Date:
5 President:	Date:

## Excerpt from the Mobile Device Stipend (see policy for full details)

Date of Current Revision: May 2023

Primary Responsible Officer: Associate Vice President for Business and Chief Financial Officer (CFO)

### **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 (Cabinet Member or Academic Dean) 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.**

- \$100 annual stipend for equipment;
- \$50 monthly stipend

**Level 2 - Position (Department Head, Director, Head Coaches, or on-call) 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 Cabinet Member or Academic Dean 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.