UMKC Cell Phone Program Transition to Allowance

Frequently Asked Questions

What is changing with University cell phones?
The University is implementing a cell phone allowance for eligible employees. University purchased cell phones for individual employees will no longer be provided.

When will these changes take effect? Beginning April 1, 2013 to be completed no later than May 31, 2013.

What is the dollar amount of the allowance? $75.00

Who is eligible for this allowance?
An employee whose job requires immediate accessibility to receive and/or make frequent business calls for at least one of the following requirements may be eligible for a cell phone allowance based on departmental approval and available budget.

- On-Call availability
- Frequent mobility
- After hours availability

To whom does this new cell phone allowance program apply?
Anyone who uses a University-provided phone and whose department is billed for the monthly service fees must transition to a personally-owned cell phone account.

Is the allowance that I receive for my cell phone taxable?
Yes. The allowance is a taxable benefit that will be reported to the IRS on your W-2 as part of your annual income.

Will the taxable allowance be included in my income for calculating my retirement or other benefits?
No. Although the taxable allowance will be paid to you as additional salary, it will not be included in your compensation for purposes of determining University retirement coverage, salary increases, or other benefits.

How will cell phone allowances be paid to employees?
The allowance will be paid in the employee’s paycheck.

What does the allowance cover?
The allowance is intended to reimburse the employee for the business use of their own personal cell phone, not to pay the entire phone bill.

Are there any exceptions for receiving a University owned phone?
The University will not own cellular devices for the use of individual employees, although there may be situations in which a pool of cell phones are maintained for general use. Any exceptions to this policy must be requested by the supervisor and approved through the Vice Chancellor for Administration and Finance.

How do I apply for this allowance?
Supervisors must approve cell phone allowance for positions which qualify under the policy. The department/supervisor is responsible for an annual review of the cell phone allowance to determine if it should be continued. When an employee changes positions, the allowance may be discontinued if their new position does not qualify under the policy.
What happens after I receive departmental approval for an allowance?
You must obtain a cell phone and plan that meets the minimum requirements set by your Supervisor or Department head.

What options do approved allowance recipients have for establishing a personal account?
Keep current UMKC phone and phone number
   a. move to a personal account on the same carrier
   b. port the number to a personal account on another carrier
Keep current UMKC phone number and use personal device (turn in UMKC cell phone)
   a. move the number to your phone on a personal account on the same carrier
   b. port the number to your phone on a personal account on another carrier
Activate new personal phone (turn in UMKC cell phone)
Utilize existing personal phone (turn in UMKC cell phone)

Should I stay with an existing University provider?
The University has arranged for employee discounts with the four major carriers but you choose which carrier you go with. For more information, please go to:
https://www.umkc.edu/is/support/hardware/mobile/personal.asp

Will the university pay for the new phone or any accessories?
No. Employees are responsible for covering the cost of the selected personal phone and any accessories.

What if I have trouble with my service or phone on my personal account?
You will need to work directly with the carrier for resolution because this is your personal plan and equipment.

Will UMKC provide any support for cell phones or devices?
Support for cell phones and devices will be provided by the carrier. UMKC IS may provide consultation on the type of equipment to purchase, especially as it relates to devices that enable e-mail and calendar support. Employees who are approved for a data service device may want to consult with IS to determine the best type of device for the functions needed.

What if I already have a personal cell phone – what should I do with the University issued phone?
You can return the University issued phone, and all the accessories or you can choose to keep the phone but transfer it to your personal cell phone plan. Whatever your choice, you will have to complete the UMKC Mobile Device Transfer or Disposal/Deactivation Form, sign and return to your immediate supervisor.

Does this apply to 3G tablets, air cards, or hot spots?
Not at this time.