

Communication (Cell Phone) Allowance Authorization Request

General Guidelines

City Colleges of Chicago recognizes the need for certain college/district personnel to own and use a cell phone as the job function of the employee requires considerable time outside of their assigned office and work area and it is important to the College that they are accessible during those times; and the job function of the employee requires them to be accessible outside of scheduled or normal working hours.

Criteria for Communication Allowance

College cell phones may be assigned and communication allowance be provided to employees when at least one of the following two criteria is met. <u>Simple convenience is not a criterion for cell phone need</u>. It is the responsibility of the Officers of the District to make the above determination as to whether a College cell phone is warranted.

- a. The job function of the employee requires considerable time outside of their assigned office or work area and it is important to the College that they are accessible during those times.
- b. The job function of the employee requires them to be accessible outside of scheduled or normal working hours.

Guidelines for Cell Plans

- Authorized cell phone users will maintain their own personal cellular account independent of the College for as long as they are receiving the allowance.
- b. A monthly allowance of \$50.00 or \$100.00 will be added to the authorized employee's first paycheck of each month and shall be included as part of their compensation but should not constitute an increase to base salary and should not be included when calculating retirement contributions. An allowance higher than \$100.00 may be granted with the appropriate justification and approval.

Application Form/Agreement Process

Employee must complete and sign below and forward the request form to the College President/Vice Chancellor for final approval. Email the completed form to cccpayroll@ccc.edu or send it to the District Office of Human Resources, Attn: Payroll Department, 3901 S State St., Chicago, IL 60629, for immediate processing. Communication Allowances are processed the first paycheck of each month. Please submit your completed form by the 1st of the month in which you expect receipt of allowance.

you expect receipt of allowance.						
EMPLOYEE INFORMATION:						
Location:		Department: Home Phone:				-
CELL PHONE INFORMATION:	Do you currently own a cell phone?	Yes	No	If yes, list provider and		
Service Provider:		Cell Phone Nui	mber: _			_
MONTHLY ALLOWANCE:						
\$50.00 \$100.00 Other Amount: \$ (attach justification for amounts over \$100.00)						
Start Date of Allowance:	Cancellation Date:					
I have read the above information rega understand that my cell phone number financially responsible for any and all c	arding the City Colleges of Chicago Cell Ph may be published and should be accessib charges for this cell phone plan.	one Policy and hav ble outside of sched	ve discus duled or r	sed the usage policy wi normal working hours. I	ith my department head. I I also understand that I am	
Employee Signature	Date					
HR Director Signature	Date F	President/Vice Ch	ancellor	Signature	Date	
FOR DISTRICT OFFICE OF HUMAN RESOUR	CES DEPARTMENT USE ONLY:					
Approved by District OHR Yes	No	Signature of Pay	roll Repre	sentative	Date Processes	4

OHR rev 7/25/2024 #006PR