CITY COLLEGES OF CHICAGO

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. Simple convenience is not a criterion for cell phone need. 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

a. 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 their College President/Vice Chancellor for final approval. Forward the completed form to the District Office of Human Resources, Attn: Payroll Department 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.

EMPLOYEE INFORMATION:

Name: _____	Employee ID: _____
Location: _____	Department: _____
Position/Title: _____	Home Phone: _____
Job Family: _____	Work Phone: _____

CELL PHONE INFORMATION:

Do you currently own a cell phone? ☐ Yes ☐ No If yes, list provider and phone number:

Service Provider: _____ Cell Phone Number: _____

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 regarding the City Colleges of Chicago Cell Phone Policy and have discussed the usage policy with my department head. I understand that my cell phone number may be published and should be accessible outside of scheduled or normal working hours. I also understand that I am financially responsible for any and all charges for this cell phone plan.

_____
Employee Signature Date

_____ _____
HR Director Signature Date President/Vice Chancellor Signature Date

FOR DISTRICT OFFICE OF HUMAN RESOURCES DEPARTMENT USE ONLY:

Approved by District OHR ☐ Yes ☐ No

_____
Signature of Payroll Representative Date Processed