

Oregon Institute of Technology
Administrative Procedure for OIT Communication Allowance

Beginning October 1, 2007, eligible employees will be able to apply for a monthly Communication Allowance for the following services, as approved for OIT business use:

- *cell phone*,
- *smart phone* (OIT Information Technology Services will only support Blackberry),
- *pager replacement* (employee agrees to accept 'pages' on a personal cell phone,
- *Internet connection*.

Employees who currently have an OIT provided cell phone or smart phone will need to contact a Vendor for this service and obtain an individual service agreement. OIT Information Technology Services will release the device phone number, if the employee would like to retain the current number.

Eligible employees will have 30 days to obtain an individual service plan. Service agreements for OIT provided devices will be terminated on October 31, 2007.

Procedure:

1. Complete the OIT Communication Allowance Agreement form, including appropriate signatures and documentation. [This form can be found at www.oit.edu/ba/forms]
2. The required supporting documentation is a copy of the service provider's statement or invoice.
 - The department will retain the supporting documentation with a copy of the approved OIT Communication Allowance Agreement.
3. Send only the completed form directly to the Payroll Office. Do not send the supporting documents.
4. The following account codes will be used:
 - 10240 Unclassified Perquisites
 - 10440 Classified Perquisites
5. If an employee goes on sabbatical, the allowance will be terminated. If there is a need to maintain the Communication Allowance when on sabbatical, the employee will need to re-apply with a new business purpose and justification due to the change of duties.
6. When an employee's primary job goes on leave, the allowance is also 'put on leave' or stopped.
7. Employees on a 9-month or 10-month appointment will have the allowance stopped for the summer.
8. Job duties may require that the allowance amount be changed (increased or decreased) or terminated at any time rather than annually on December 31. Send a new Communication Allowance form with such changes.

Reference:

IRC 274(d); IRC 280F (d)(4); ORS 244.040(1)(a); ORS 351.070(3)(a)