Policy
It shall be the intent of IHD to have an equitable Cell Phone allowance and purchase policy.

Procedures
The following are the elements that the supervisor shall consider in granting an IHD employee Cell Phone allowance and /or purchase.

Phone Allowance
- Are not allowed on Federal Grants, but will be considered when determined to be necessary and will be paid off of local accounts
- Must meet the requirements of the NAU Cell phone allowance and /or purchase agreement.
- Must be deemed necessary by supervisor and IHD Director for efficient job performance (e.g., student advisement, teaching classes, supervision, direct service provision).
- Benefit eligible employee/or a condition of employment.
- High Volume Business Usage may be approved if the employee meets two of the following conditions:
  o When there is no NAU business landline.
  o Employee can demonstrate sustained high NAU volume (e.g., 85% of cell phone calls are business related over three month period).
  o Job requires considerable time outside of office and landline access is limited, costly or significantly inconvenient.
- Voice & text: Employees must demonstrate text feature is a necessary part of the job.
- Data/E-mail: Employees must justify the need for continual e-mail access.
- Voice, text & email/data: These features must assist in completing integral parts of employee’s job responsibilities (e.g., teaching and advising students with online classes) and the cell phone must be internet enabled.

Cell phone purchases
- Job requires considerable time out of office.
- Are not allowed on Federal Grants, but will be considered when determined to be necessary and will be paid off of local accounts
Expectations

- Employees who have cell phone allowance must be reachable by anyone conducting official business with NAU/IHD during normal business hours.
- Cell phone numbers for which an IHD allowance is approved will be listed in the IHD Directory.