

Cell Phones and Allowances Guidelines

An employee may need to use a cell phone in the course of conducting official University business.

Eligible employees may use a cell phone for University business in accordance with WSU policy.

The following employees are not eligible for a cell phone allowance:

- Overtime-eligible Civil Service Employees
- Overtime-eligible Administrative Professional employees
- Temporary hourly employees (student and non-student)

Bargaining Unit Employees refer to applicable collective bargaining agreement.

For those employees who are not eligible for cell phone allowances, options exist to help meet the business needs of the department:

- Department-owned cell phones
- "Push-to-Talk" wireless devices

Department-owned cell phones and wireless devices can be "checked out" to employees in order to conduct University business. The service plan, cost and records retention are the department's responsibility.

In circumstances where a department-owned device is not feasible, HRS can provide assistance in assessing business operations to identify efficiencies.

If you have questions regarding these guidelines, contact HRS.

Email: hrs@wsu.edu

Telephone: 509-335-4521

[HRS Service Teams](#)

[BPPM 85.45](#) – Cellular Telephones

[BPPM 55.70](#) – Cellular Telephone Allowance Payments