William and Mary Athletic Department
Department Cellular Phone Plan Policy

The Athletic Director must approve all requests for departmental supported cell phone plans. Approval will be based on the need for such service due to professional demands or required access. Cell phones are to be used primarily for business purposes.

1. Based on the needs of a position and the priorities of the department, a national or regional long-distance plan may be approved. The current standard department plan is with Sprint and includes 400 minutes, free night and weekend calls after 7 PM and free calls to other Sprint cell phones. The cost of this plan is about $40 per month, plus applicable taxes and fees (usually less than $2).

2. Once a plan is approved, there can be no adjustments to the plan without prior approval by the Director of Athletics. Any plan adjustments must be handled by the Athletics Business Office. Employees will sign an addendum to their contract annually and also any time the approved cell phone plan or stipend changes.

3. All associated monthly service fees and applicable taxes will be absorbed by the appropriate administrative or sport operating budget and should be noted in annual budget proposals.

4. Cell phone users will be personally responsible for any charges incurred which exceed the approved monthly service charge plus applicable taxes. This includes excess charges related to both personal and business calls.

5. Each month employees approved for the cell phone plan will receive a copy of their cell phone bill with an invoice for the balance owed beyond the approved monthly allowance. Employees must settle all accounts with the business office within one week. Outstanding balances will be forwarded to the Athletic Director for review on a monthly basis.

6. In the event you exceed your minutes due to special circumstances, you may request an exception from having to reimburse your account for excess usage. This request must be documented in writing and forwarded to your immediate supervisor. If approved at that level, the request will then be forwarded to the Director of Athletics or his designee for final approval.

7. If individuals are not satisfied with the Sprint plan offerings, they may instead use a personal cell phone plan and receive a stipend, which will be added to each paycheck. To request a cell phone stipend, e-mail the Assistant AD-Business with that request. It will be reviewed within budget availability and department stipend guidelines. If approved, the request will be forwarded to the Athletics Director Executive Secretary and/or the Associate Athletics Director-Internal Ops Executive Assistant. A cell phone stipend addendum will be created. Once signed by the employee and the Director of Athletics, it will be forwarded to the business office, which will generate the paperwork to be sent to HR for final processing. It may take up to a month for the stipend to appear on a paycheck, but the correct amount will be paid retroactively based on the terms of the addendum.