
San Bernardino Community College District
Administrative Procedure
Chapter 6 – Business and Fiscal Affairs

AP 6450 WIRELESS AND CELLULAR TELEPHONE USE

(Replaces current SBCCD AP 6770)

The Chancellor shall determine if it is in the best interests of the District to provide a cellular or wireless telephone at District expense.

Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.

The value of a cellular telephone provided by the District primarily for non-compensatory business purposes is excludable from an employee's income. Employees will generally not be required to keep notes of business and personal use of District-issued cellular telephones when the telephones are issued for non-compensatory business reasons.

These rules do not apply to wireless or cellular telephones owned by employees. Any reimbursements to employees for use of their own wireless or cellular telephones may be excluded from wages if the employee accounts for the expense pursuant to the Internal Revenue Service accountable plan.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device. Drivers may use a wireless or cellular telephone to contact a law enforcement agency or public safety entity for emergency purposes. Drivers of motor trucks or truck-tractors, farm vehicles, tow trucks, a listed or described implement of husbandry, or a commercial vehicle, used in commercial agricultural operations may use a digital two-way radio service that utilizes a wireless or cellular telephone.

There is no expectation of privacy in the use of a District-issued cellular telephone.

A. Authorization

Each college president and each vice chancellor may designate employee to receive partial reimbursement for the use of a cellular telephone in conducting District business.

45 **B. Application**

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47 Managers and supervisors shall make application through the appropriate
48 channel. Approved applications shall be forwarded from the campus to the Vice
49 Chancellor of Fiscal Services for implementation.

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51 **C. Reimbursement**

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53 Reimbursement shall be at a rate not to exceed \$50 per month, which shall
54 include purchases of the telephone, activation, monthly service charges, and air
55 use time – including long distance calls. While monthly application for
56 reimbursement is not required, periodic verification of telephone usage may be
57 requested.

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59 **D. Review**

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61 This regulation shall be periodically reviewed to assess the appropriateness of
62 the reimbursement rate.

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64 References: Vehicle Code Sections 12810.3, 23123, and 23124;
65 Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280F(d)(4)

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Approved: 6/14/02

Revised: 5/14/15

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