

To: Division and Department Heads  
From: Roy Whitney, CIO  
Subject: Lab Support for Mobile Phones  
Date: 20 September 2010

## **Background**

The Lab is currently providing the mobile phone services from Sprint for staff that are required to be in communication while offsite or while performing roaming onsite activities needing real-time communications. About one third of the current Lab provided Sprint mobile phones are for rotating on-call functions and about two thirds are for individual staff. Quality Sprint service is not available offsite for a number of employees. Note, only Sprint phones and texting devices work in the accelerator tunnels, experimental halls and various buildings across the site.

**The new plan is for employees needing to be in communication with the Lab while offsite or while performing roaming onsite activities needing real-time mobile communications to have the options of either a Lab provided mobile phone or to have a stipend for a mobile phone as follows:**

- Stipend reimbursement for personal phones (any service provider) have the following three classes of usage:
  - Taxable stipend for phone (<500 minutes/month and limited texting) at \$26/month (\$13/pay period)
  - Taxable stipend for phone (>500 minutes/month and frequent texting) at \$37/month (\$18.50/pay period)
  - Taxable stipend for smart/data phones at \$70/month (\$35.00/pay period)
- Taxable stipends are included in pay but do not contribute to salary base, retirement funds, etc. The estimated taxes are included in the stipend rates.

## **In addition**

- The Lab provides Sprint mobile phones for rotating on-call functions.
- The Lab provides appropriate phones for Lab international travel.
- The Lab provides Sprint based text pagers. Any staff member that needs both a text pager and a stipend phone will have their stipend reduced by \$15/month (\$7.50/pay period) for paging only and reduced by \$26/month (\$13.00/pay period) if both paging and direct connect are enabled.
- All Lab provided and stipend phone numbers will be entered into JLIST and the Lab's paging, texting and mobile phone number systems.

**Guidelines for determining an employee's eligibility: (The supervisor is responsible for determining the appropriate level.)**

- Phone and text only:
  - Job expectations require the employee to make and/or receive frequent calls and text messages for Lab business while out of the office and/or away from the Lab.
- Smart/data phone including text messaging:
  - Job expectations require the employee to make and/or receive frequent calls and text messages, and make frequent usage of email, web applications, calendaring, and file applications for Lab business while out of the office and/or away from the Lab.

## Procedure

- Division heads will identify employees to have phones based on the requirement that having mobile connectivity is a requirement of their job position. The names will be provided to the Chief Information Officer.
- Approved employees will complete the JLab approval form for phone or smart/data phone and acquire the signatures of their Supervisor (unless AD or Directorate), Department Head, Divisional Associate or Deputy Director, and the CIO. 12GeV projects require the approval of the Deputy Project Manager.
- For the stipend option, the payment will commence the paycheck date of the current timesheet period in which the Payroll Department receives an accurately completed form.
- Annually, all signatories must recertify that the employee meets the requirements of the program. The new stipend plan will become available effective 1 October 2010. Stipends will not be paid retroactively. If a person receiving the allowance does not re-certify in time, then the stipend will be forfeited for the month(s) that the recertification is late.
- For the stipend option, employees with current Lab phones can transfer their number to their new phone; contact the helpdesk ([helpdesk@jlab.org](mailto:helpdesk@jlab.org)).
- Those switching to the stipend plan may do so at any time after 1 October 2010.