

Business Category: NC Global TransPark Authority		Business Area: Office of the Finance Director
Approval Date: 9/14/2022	Last Revision Date: N/A	Next Review Date: 9/14/2024
Authority: NC General Statute § 63A North Carolina Global TransPark Authority NC General Statute § 20-137.4A. Unlawful use of a mobile phone		Select all that apply: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Requires Board approval <u>NCGTP Board of Directors</u> <input type="checkbox"/> Requires Federal Highways Administration (FHWA) approval <input type="checkbox"/> Requires other external agency approval: Click here to enter external agency name(s).
Definitions: <p>“Authority” – shall mean The North Carolina Global TransPark Authority as enacted by Section 63A of the North Carolina General Statutes, and with powers as enumerated in Section 63A-4 of the North Carolina General Statutes.</p> <p>“Directors”- shall mean the Executive Director, Finance Director, Airport Manager, and Senior Vice President.</p> <p>“Economic Development Region”-shall mean the NC Economic Development Region which provides economic development services through contractual relationships with Greene, Lenior, and Wayne Counties through: lead generation and client development, project management and technical assistance, involvement of public partners, and market intelligence.</p> <p>“Employees”-shall mean employees of the Authority and the Economic Development Region as it relates to conducting business of the Authority.</p> <p>“Mobile Phone” - a telecommunication device that uses radio waves over a networked area. Mobile phone, cellular phone, cell phone, cellphone, handphone, hand phone, or pocket phone all have the same meaning.</p>		
Policy: <p>The Mobile Phone policy covers mobile phones owned or operated by the Authority and personal mobile phones used while conducting the Authority’s business. It is for use by the Authority’s management and the Board’s Finance Committee.</p>		
Scope: <p>The North Carolina Global TransPark Authority (Authority) recognizes certain job functions require an employee to be accessible when remotely assigned, away from assigned work location, during times outside scheduled working hours, or during times of emergency.</p>		
Procedures: <p>The Authority may provide state-issued mobile phones to employees whose job functions match the scope of this policy. The Authority must remain aware of the costs and appropriate use associated with providing mobile phones to its</p>		

employees. As a convenience to employees and to further Authority operational efficiencies, the Authority may provide employees an allowance for business use of a personal mobile phone in lieu of a state-issued device.

Directors will review and report quarterly the need for mobile phones, voice and data plans, and select the most appropriate and cost-effective solution. The Authority will use a standard reporting format for all divisions to use. Reports are due to the Finance Director on the 15th of July, October, January, and April. Each report will list the following information.

- a) The number and types of new mobile phones issued since the last report.
- b) The total number of mobile phones in use by the division.
- c) The total monthly cost of mobile phones in use by the division.
- d) The number of each type of mobile phone issued, with the total cost for each type.
- e) The number of employees receiving an allowance for business use of a mobile phone and the total monthly allowance paid to employees.

The minimum period for replacement of state-issued mobile phones will be one year or the provisions outlined in the service contract, whichever is greater. Exceptions may be made by the Director if a device is damaged or becomes inoperable. The Authority will not purchase nor replace mobile phones for employees receiving an allowance. It will be the responsibility of the employee using a personal Mobile Phone for business to immediately repair/replace the device to ensure continuous communication.

Regardless of a calling plan's features that provide free calls during specific times of the day or week or unlimited mobile-to-mobile calls, employees should be reminded that state-issued mobile phones are intended for business use only. The call and use records of state-issued mobile phones may and will be reviewed by management at any time.

Texting or emailing while driving is illegal according to N.C.G.S. Section 20-137.4A. The Authority recognizes that in certain urgent situations employees may deem it necessary to talk using a mobile phone while operating a motor vehicle. However, given the dangers of driving while using a mobile phone, the Authority strongly discourages this practice and encourages drivers to use mobile phones only while safely parked. The Authority also encourages the use of hands-free devices for limited conversations.

Employees who are paid an allowance for the business use of their personal mobile phone shall keep personal use to a minimum during official working hours.

All state-issued mobile phones are the property of the Authority and as such may be removed from the employee's possession at any time. Abuse of state-issued mobile phone may result in loss of privileges, repayment of fees for unauthorized or disallowed services, and/or may result in personnel action. An annual review shall be conducted to re-justify the business need for each state-issued mobile phone that has been issued, and any instances where employees are paid an allowance for business use of a personal mobile phones.

In the event the Authority determines paying an allowance for business use of a personal mobile phone furthers operational efficiencies, the allowance shall be thirty-five dollars (\$35) per month.

Employees shall not receive both an allowance for business use of a personal mobile phone and a state-issued device.

Related Documents:

N.C.G.S. § 20-137.4A. Unlawful use of a mobile phone

https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter_20/GS_20-137.4.pdf

Office of State Budget and Management, State of North Carolina Budget Manual 6.3 Internal Business Controls for Telephone and Mobile Devices <https://www.osbm.nc.gov/budget/budget-manual#Sect63>

Tax Treatment of Employer-Provided Cell Phones, Notice 2011-72 <https://www.irs.gov/pub/irs-drop/n-11-72.pdf>

Revision History		
Revision Date	Revision Number	Description
9/14/2022	0	Adopted.