

AUTOMOTIVE ENGINEERING DEPARTMENT POLICIES AND PROCEDURES ARE INTENDED TO PROVIDE GUIDANCE AS IT PERTAINS TO OUR SPECIFIC DEPARTMENT, AND DO NOT SUPERSEDE EXISTING CLEMSON UNIVERSITY POLICIES AND/OR PROCEDURES AND/OR OTHER ISSUED GUIDANCE.

Personal Communication Stipends Policy & Procedure

PURPOSE

This policy aims to provide additional guidance for Automotive Engineering employees regarding Clemson University's existing Personal Communication Services policy.

SCOPE

This policy and procedure are intended for employees within the Automotive Engineering department.

POLICY STATEMENT

Currently the university allows a cell stipend to be provided in the amount of \$35/month if an employee meets given criteria. As faculty are often required to be away from their offices (including laboratories, classrooms, and other buildings on the ICAR campus), and often must be "on call" outside of regular business hours, they generally qualify for the stipend.

We will require any faculty who wish to receive this monthly stipend to pay from their own funding sources, such as your faculty incentive or startup accounts. Please note that federal grants and/or sponsored projects cannot be used to pay the stipend for a wireless device unless specifically allowed by the granting agency and payment conforms to the specified guidelines.

Staff will be considered on a case-by-case basis at the discretion of the supervisor and/or Operations Manager and/or Department Chair.

PROCEDURE

If you would like to begin receiving the Personal Communications Stipend, please:

- (1) Review OHR's [Personal Communication Services Knowledge Center](#), then
- (2) Send the account string you would like to fund your stipend with to the department [Administrative Coordinator](#), who will then help complete the application form on your behalf and route for necessary signatures before submitting to CU Payroll for processing.

RELATED RESOURCES

[Office of Human Resources: Personal Communication Services Knowledge Center](#)

PUBLISHED LOCATION

[Automotive Engineering Resources](#)

REVISION HISTORY

- Originally Issued: 09/12/2022