

Community Health and Family Medicine
Wireless Device Allowance
Policies & Procedures

Purpose: To provide a monetary benefit to CHFМ employees who are required to use their personal cell phones for work purposes, specifically for on-call responsibilities.

Eligibility

Employees eligible to receive a monthly cell phone allotment are:

- Clinical providers with patient care and/or on-call responsibilities who are enrolled in the SPOK program (e.g., clinical faculty, UF-employed NPs/PAs, residents, fellows)
- Faculty or staff with significant on-call duties (clinic managers, non-clinical faculty with on-call duties)

Policy

- The allotment will **only** cover cellular and data costs up to \$50/month.
- Reimbursements will **not** be processed retroactively. The month in which an employee meets the criteria and submits his/her request with the necessary documentation will be the first reimbursable month.
- The department will **not** reimburse for purchases of cell phones or other wireless devices.

Wireless Device Allowance Procedure

- To receive a monthly allowance, an employee must:
 - Verify that s/he has enrolled in the SPOK program, with (1) his/her cell phone listed as his/her primary contact in the system and (2) the SPOK app on his/her phone.
 - Turn in his/her pager to the Fiscal Office, if applicable
 - Provide his/her last **three** (3) cell phone bills to the Fiscal Office
 - Bills must include an itemization of the plan and line charges
 - For shared plans, provide cell number for line distinction
- Fiscal will review the employee's cell phone bills, determine the monthly reimbursement rate (up to \$50), and send a Reimbursement Request Form to the employee for signature.
- Upon receipt of a signed Reimbursement Request Form, Fiscal will process the request and let the employee know the payment schedule for his/her reimbursement.
- This procedure must be repeated once every fiscal year.

Provider Responsibilities

- Notify the Fiscal Office of any changes in your cell phone plan that impact your cellular or data costs.
- WDA requests **must** be made every fiscal year; they will not automatically renew.
 - To avoid a lapse in reimbursement, please provide your last cell phone bill to the Fiscal Office at the end of every fiscal year (June-July).
 - In the event of a lapse, reimbursement will not be back paid.

UF Employee Discounts

- UF employees are eligible for discounts on monthly service places from AT&T (17%), Sprint (19%), and Verizon (19%).
- Please see the UF GatorPerks website for more information:
 - <https://benefits.hr.ufl.edu/gatorperks/discount-program/technology/>

Please contact the Fiscal office at (352) 273-5452 or chfm-fiscal@chfm.ufl.edu with any questions or concerns.