

Date: June 16, 2025

POLICY ON CONVERGED FEES AND CELL PHONE ALLOWANCES

Converged Fees:

All faculty and staff, even temporary folks, are charged 'converged fees' by the University. The current rate is \$70/month/1 FTE. Because of the size of our unit, this becomes a large annual fee. Therefore, it behooves us to make sure we only have active people on our payroll and that their FTE is accurate. Further, we need a policy to guide how converged fees are covered across the unit moving forward. Thus, the following approach was proposed:

- (1) **The PSS Business Office will run payroll reports every other month and work to remove any staff who have not submitted salary in the past 8 weeks.** This will keep us from paying converged fees for people who are inactive. PSS Business Office will alert supervisors of inactive staff and allow 3 business days for supervisors to oppose their removal from payroll.
- (2) **The PSS Business Office will ask faculty to review their staff FTE and associated converged fees once or twice a year and adjust as needed.** This will keep us from paying full converged fees for folks working part-time.
- (3) For new staff, converged fees will be handled as follows:
 - a. For 100% hard-funded folks, converged fees follow their position budget allocations.
 - b. For 100% soft-funded folks, converged fees will be covered on departmental allowances (state research/extension), incentive, start-up/retention, gift, or income accounts. **Converged fees cannot be charged to grants.**
 - c. For blended hard- & soft-funded folks, converged fees follow the majority of the funding source. If someone is 75% hard-funded, converged fees post to recurring funds. If someone is 75% soft-funded, converged fees follow (b) guidelines.

Cell Phone Allowances:

Cell phone allowances should not be charged to state research or state extension accounts unless faculty provide an SIO linked to their departmental allowance or extension travel allowance. Otherwise, cell phone allowances should charge to gift, income, or retention/start-up funds that are associated with the supervisor/faculty member. Cell phone allowance forms must be signed by the supervisor. Cell phone allowances for front/business office and IT staff will be determined on a case-by-case basis in consultation with the Chair.

These policies were presented to faculty and staff in June 2025 and were approved at the July 14-15, 2025 faculty meeting.



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