



<b>SUBJECT:</b> CELLULAR PHONE AND DATA SERVICES	<b>Effective Date:</b> 2-22-11	<b>Policy Number:</b> 5.7	
	<b>Amended:</b> 02-27-14; 11-16-15		
	<b>Supersedes:</b> Financial Affairs Policy last amended 3/1/2009	<b>Page</b> 1	<b>Of</b> 3
<b>Responsible Authority:</b> Vice President, Financial Affairs			

**APPLICABILITY/ACCOUNTABILITY:**

This policy is applicable to all employees of the University who require a cellular phone, pager, cellular data, broadband equipped mobile device (e.g. tablet with cellular data plan), or other similar telecommunications device (“TC Device”) to carry out his or her job functions and/or other University responsibilities.

**POLICY STATEMENT:**

The University, selectively and where appropriate, may provide its employees with a TC device to conduct University business. To qualify for a TC device, the acquisition and use of TC Devices by University personnel must be related to their University responsibilities. It is the responsibility of the President, Provost, Vice Presidents, or Deans (or their designees) (“Supervising Authority” or collectively, the “Supervising Authorities”) to determine which University employees are eligible for a TC Device and to authorize the acquisition of a TC Device as appropriate.

**Eligible Employees — Telecommunications Device:**

At the discretion of the Supervising Authority, a TC Device may be provided for University employees if any of the following is true:

- Employee’s job responsibilities require significant time transacting University business on the phone outside of normal working hours
- Employee’s job responsibilities require significant access to mobile communications to conduct University business during his or her regular work schedule

- Employee is listed on the Essential Personnel roster and requires a cell phone in order to respond in an emergency or coordinate emergency response procedures

**Eligible Employees — Other Services (New Cell Phones, Data Plans, Broadband Cards, etc.):**

A cellular data plan for a TC Device may also be provided at the discretion of the Supervising Authority, if the employee qualifies for a TC Device and the employee's job responsibilities require significant access to emails or the internet when traveling or away from the University. A text plan for a TC Device may also be provided at the discretion of the Supervising Authority as a method of communication between employee and other University authorities. A cellular broadband card, cellular data plan for a tablet, or other non-phone-related cellular data service may, at the discretion of the Supervising Authority, be provided only if one of the following is true:

- Employee's job responsibilities require the employee to spend a significant amount of time traveling and the employee requires access to the internet or email from a portable device while traveling
- Employee is listed on the Essential Personnel roster and access to University computing resources is required from a portable device during emergency situations

**Oversight of TC Devices and Plans:**

The issuance of all TC Devices and applicable plans is centrally managed and may only be provided by the Communication Infrastructure department of the Office of Information Technology. TC Device purchases or plans may not be charged to a University purchasing card (pcard). The cost and usage of the TC Device will be borne by the issuing department. University paid plans for TC Devices should utilize one of OIT's negotiated pricing plans.

Users with TC Devices covered by issuing departments are required to certify that all calls in excess of the approved allowance or approved plan were used for University business or reimburse the University for any overages.

A TC Device issued by the University may be eligible for a device upgrade or replacement every 24 months or if a change in the employee's responsibilities warrant an upgrade prior to this period as necessary. All upgrades require permission from the Supervising Authority.

**Monthly Stipends:**

The department may consider a stipend for employees who have existing phones and where it is more cost effective to issue a stipend. All requests for a stipend must be approved by the Supervising Authority. Stipends are paid on a per-pay period basis. If approved, the documentation will be sent to the Controller's Office for review and then forwarded to Payroll for inclusion in the employee's paycheck. Stipends shall not exceed \$40 on a bi-weekly basis (including TC Devices with per-minute pricing plans for voice, data, and text services). Employees who are approved for a TC Device plan stipend are responsible for covering all costs associated with the upgrade or replacement of their TC Device.

**Equipment Disposition:**

Upon separation from the University, a telephone number may be ported. The TC Device must be returned to the department that originally authorized and funded the TC Device, as with all University-owned equipment or supplies, unless otherwise authorized by the Property Manager in accordance with applicable law and University policies and regulations.

**PROCEDURES:**

For an individual who is newly hired, or if a current employee’s responsibilities change and a cellular phone service or data service is necessary to complete job responsibilities and assignments, an online service request for the new service should be placed. Instructions for obtaining the required approval from the Supervising Authority will be provided at that time.

**Cell Phones under Sponsored Research Activity:**

Allowances are not permitted to be charged to a Sponsored Research account unless authorized by the granting agency and only upon approval of the Vice President for Research.

**Billing and File Maintenance:**

The Fiscal Management (FM) Department of the Office of Information Technology will distribute billings for TC Devices, as applicable. All phone records of University-owned devices will be kept by the using department. No later than June 30th of each fiscal year, all TC Devices and stipends shall be reviewed and certified annually.

For additional information, please contact the [CI Department](#) regarding cell phone services or the [Controller’s Office](#) regarding stipend questions.

**INITIATING AUTHORITY:** Vice President, Financial Affairs

---

POLICY APPROVAL  
(For use by the Office of the President)

Policy Number:   5.7  

*Initiating Authority*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: Dorothy Russell

*Policies and Procedures  
Review Committee Chair*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: Elizabeth Rubin

*President*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: Dr. John Kelly

---

Executed signature pages are available in the Office of the General Counsel



Vice President and Chief Financial Officer
Financial Affairs Office
777 Glades Road, ADM10/383
Boca Raton, FL 33431
tel: 561.297.3267 • fax: 561.297.2772
druss@fau.edu • www.fau.edu/financial

MEMORANDUM

The office of \_\_\_\_\_ is offering a cell phone stipend to offset the cost of a personal wireless plan. The stipend will be approved by the Vice President of Financial Affairs for those deemed to need a communication device for work purposes.

Currently the stipend is \$39.23 per pay period. This reimbursement will be considered a fringe benefit on your W-2 and includes the incremental tax costs of the benefit. If it is determined you no longer qualify for the stipend, you will be notified before the stipend ends.

The employee is responsible for all and any costs related to their personal communication plan and for ensuring that your cell phone and wireless plan interface with FAU systems.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Print Name: \_\_\_\_\_ Employee Z# \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Wireless Provider: \_\_\_\_\_

If Applicable: Date FAU equipment returned \_\_\_\_\_

Returned to \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

VP Approval Signature \_\_\_\_\_ Date: \_\_\_\_\_