

<b>SUBJECT:</b> CELL PHONES, BLACKBERRIES AND SMARTPHONES	<b>Effective Date:</b> 2-22-11	<b>Policy Number:</b> 5.7	
	<b>Supersedes:</b> Financial Affairs Policy last amended 3/1/2009	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> Senior Vice President, Financial Affairs		

**APPLICABILITY/ACCOUNTABILITY:**

This policy is applicable to all employees or contractors of the University who have been issued a cellular phone, Blackberry, smartphones, pagers, or other similar telecommunications device (“TC Device”) by the University to carry out his or her job functions and/or University responsibilities.

**POLICY STATEMENT:**

The University, selectively and where appropriate, provides its employees or contractors with TC Devices to conduct University business. The acquisition and use of TC Devices by University personnel or contractors must be related to their University-related job duties. It is the responsibility of the President, Vice Presidents, Deans, or Directors (or their designees) (“Supervising Authority” or collectively, the “Supervising Authorities”) to determine which University employee is eligible for a TC Device and the appropriate TC Device plan. The issuance of a BlackBerry or Smartphone device can only be approved by the President or appropriate Vice President.

Each FAU employee who receives a TC Device will be listed as a recipient of a perquisite and that listing will be maintained by the Human Resources Department. The cost and usage of the TC Device will be borne by the issuing department. The department may consider a stipend for new employees who have existing phones and where it is more cost effective to issue a stipend. All requests for a telephone stipend will be sent to the Senior Vice President for Financial Affairs for approval. If approved, the documentation will be sent to Payroll for inclusion in the employee’s paycheck. All costs will be covered by the issuing department; however, each employee is responsible for and must reimburse the University for any overages of his/her University approved rate plan.

For those employees who need to make University-related calls while on official University travel and do not have a TC Device issued to them, a University calling card or p-Card should be used rather than seeking reimbursement from the University.

**PROCEDURES:**

For an individual who is newly hired, or if a current employee’s responsibilities change and a cellular or BlackBerry/Smartphone device is necessary to complete the job responsibilities and assignments, the *Cell Phone and Associated Services Allowance Form* must be completed by the area of responsibility and approved by the applicable Supervising Authority. The allowance amount will be determined by the plan. The authorization forms will be signed and maintained in the employee’s departmental file. The applicable Supervising Authority will determine the appropriate device and/or monthly fees allowed to each affected employee. The appropriate funds and budget within the department’s existing operating budget must be established prior to approving an employee allowance. 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 and the Senior Vice President for University Advancement, as applicable.

The Communications Services Infrastructure (“CSI”) Department will distribute billings for TC Devices. It is recommended that a copy of this signed form continue to be kept in the employee’s departmental file. Each employee is responsible for any and all overages and is required to reimburse the University using the automated [Telephone Bill Payment](http://aftss.fau.edu/telephone) (<http://aftss.fau.edu/telephone>). All phone records will be kept by the using department. No later than June 30<sup>th</sup> of each fiscal year, all TC Devices (or stipends, as applicable) shall be reviewed and certified annually.

For additional information, please contact the [CSI Department](http://www.fau.edu/irm/phone) (<http://www.fau.edu/irm/phone>) regarding cell phone services or the [Controller’s Office](http://www.fau.edu/controller) (<http://www.fau.edu/controller>) regarding stipend questions.

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

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

Policy Number:   5.7  

*Initiating Authority*

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

Name: \_\_\_\_\_

*Policies and Procedures  
Review Committee Chair*

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

Name: \_\_\_\_\_

*President*

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

Name: \_\_\_\_\_

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