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

APPLICABILITY/ACCOUNTABILITY:

This policy is applicable to all employees of the University who require a cellular phone, pager, cellular data, 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.

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.

The University allows a TC Device to be upgraded or replaced every two years for individuals approved for a University-provided TC Device upon approval of the appropriate budget authority..

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. Cell phone 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. TC Devices may, at the discretion of the Supervising Authority, utilize flat-rate per-minute pricing plans. TC Devices with per-minute pricing plans are limited to a \$60 total monthly allowance for voice, data, and text services. Users with TC Devices 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..

Monthly Stipends:

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 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.

Equipment Disposition:

Upon separation from the University, a telephone number may be ported, or the TC Device may be transferred to the individual at the discretion of the Supervising Authority. If a TC Device transfer is not requested, or requested and not approved, 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.

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 and the Vice President for Community Engagement, as applicable.

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: Senior 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: Dennis Crudele

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