Cell Plan Guidelines and Procedures

A. CRITERION FOR UNIVERSITY-PROVIDED CELLULAR PHONE
   • The University may provide employees with electronic communications resources (ECR) for use in conducting official University business outside the workplace and/or beyond the work schedule, when there is a significant, business-related reason for doing so.
   • University funds may NOT be used to provide electronic communications resources, if its use is NOT primarily for conducting official University business.
   • University employees may request reimbursement for any business-related use of personal devices that result in additional costs to the employee.

   The Dean or Vice President should consult the following criteria in evaluating the business-related reason for purchasing electronic resources for employee use:

   Cellular Phones and Smart Phones may be purchased for those employees whose jobs entail one or more of the following responsibilities:

   a. **Travel** – Employees who frequently travel or are out of their office and need to be in contact with staff, clients, managers, or other University constituents.

   b. **Work Location** – Employees who typically work in the field or at job sites where access to telephones and computers are not readily available.

   c. **Emergency and After Hours Responders** – Employees who need to be contacted and/or to respond in the event of an emergency or are required to be on call during non-business hours.

   d. **Other** – Exempt employees who are required by the nature of their work responsibilities to be accessible outside the regular work schedule. Non-exempt employees and faculty should not qualify under this criterion.

   Departments and employees should review cellular phone billing statements each month to confirm charges for business and personal calls. Annual reviews should be conducted to adjust service contracts to reflect the average business-related use and to maximize cost savings. Employees who are consistently incurring overage charges due to the volume of business calls should be moved to a calling plan with more minutes; employees consistently underutilizing a plan should be moved to a plan with fewer minutes.

   Non-exempt (hourly) employees are required to be financially compensated if there is an expectation that they perform work related activities outside of their regular work schedule. This includes work related activities associated with cellphone and smartphone use.
B. INCIDENTAL PERSONAL USE
Personal use of electronic communications resources must not adversely affect employee performance or the function of an employee’s department.

Such personal use shall NOT
(i) directly or indirectly interfere with the University’s operation of electronic communications resources;
(ii) interfere with the user’s employment or other obligations to the University; or
(iii) burden the University with additional costs.

C. PAYMENT FOR OVERAGES
Employees will be billed for all overages which exceed the monthly billing plan and result in additional cost to the University.

D. REIMBURSEMENT OF BUSINESS USE
An employee may request reimbursement for the business use of a personal cellular phone or similar device. The University will reimburse those charges at the excess minute rate, up to the total number of minutes billed beyond the calling plan. Requests for reimbursement should include the monthly statement showing the business calls to be reimbursed and the total minutes billed beyond the employee’s cellular calling plan.

No reimbursement shall be made for business calls covered under the employee’s calling plan contract.

Similarly, no reimbursement is permitted for the business use of Internet, messaging, or similar services that are included as part of the employee’s personal cellular contract.

E. INTERNATIONAL PLANS
International calling plans are available for individuals who are traveling on University business. Individuals who are not traveling on University business will reimburse the University for additional charges incurred. Prorated options are available for blended trips.

F. EQUIPMENT
The University will cover the cost to replace a mobile device every two years. If a device is damaged, lost, or stolen during this time, a comparable loaner device will be issued until the replacement anniversary. All old phones must be returned to Telecommunications.