POLICY STATEMENT:

Introduction

This policy establishes the conditions under which university employees acquire and use mobile (telephone) related equipment and services for approved university use.

Mobile telephone related equipment and services includes but is not limited to the following:

- Basic mobile telephones (including voice and text messaging services).
- Smart mobile telephones (including voice, data, and text messaging services).
- Mobile internet devices.
- Mobile data services for tablets and other computing devices.

Additional wall and car chargers, cases, and other miscellaneous equipment is not considered mobile telephone related equipment and services and is not covered by this policy.

Applicable policies and laws

The current Appropriate Use Policy for Information Technology applies to all Mobile Phone related services as well as all applicable state and federal laws.

Scope

University employees that are required as part of their duties as university employees to be available via mobile telephones or other mobile services or that requires the use of mobile telephones or other mobile services may be provided a university owned mobile telephone and other mobile services and or may be provided the opportunity to receive reimbursements for personal mobile telephone services.
University Provided Mobile Telephones, Devices, and Services

If an employee is provided a university owned mobile telephone, the Division of Information Technology will approve the make and model and will also manage the associated mobility plan. All university provided mobile telephones and plans must be approved by the employee’s Vice President and the Vice President of Information Technology and Chief Information Officer. University provided mobile telephones are generally for university use only unless other considerations have been prearranged. The employee’s department will be charged monthly for all associated mobile charges.

If an employee is required to use a mobile internet device, the Division of Information Technology will approve the make and model and will also manage the mobility plan associated with that device. All university provided mobile internet devices must be approved by the employee’s Vice President and the Vice President of Information Technology and Chief Information Officer. University provided mobile internet devices are generally for university use only unless other considerations have been prearranged. The employees department will be billed monthly for all associated mobile charges.

If an employee is required to use mobile services on a university owned tablet or other computing devices, the Division of Information Technology will select the service and will also manage the mobility plan associated with that device. All university provided services must be approved by the employee’s Vice President and the Vice President of Information Technology and Chief Information Officer. University provided mobile services are generally for university use only on university owned devices unless other considerations have been prearranged. The employees department will be billed monthly for all associated mobile charges.

In general, the Division of Information Technology will attempt to minimize the mobile providers to minimize cost. In general the Division of Information Technology will select the mobile service providers for the university. However, in some instances, university employees may be provided a choice of mobile providers.

Mobile Phone Reimbursements

If an employee receives a mobile communications reimbursement, that employee must make their mobile telephone number available to the University or as expected by their Vice President. The employee is also expected to comply with the following:

- If a data plan is utilized, the employee must receive university email on their mobile phones or as expected by their supervisor.
The employee must be reasonably available to receive telephone calls on the mobile phones as expected by their supervisor.

Individuals that are on leave from the university longer than 30 days should suspend their mobile plan reimbursements until they resume a normal work schedule.

In general, mobile reimbursement plans should be considered for a two year time frame or as long as the employee has the need for the mobile services in their current position.

REQUIREMENTS AND GUIDELINES:

Employees that may not qualify for the monthly mobile phone reimbursement plan and with prior approval from their supervisor, may, on occasion, be eligible to receive reimbursements for occasional voice or data usage based on their supervisor’s discretion. The reimbursement shall be $20 per month for up to three (3) consecutive months.

The University will utilize four categories for mobile reimbursements. All categories must be approved by the employee’s Vice President.

- **Category 1** – occasional mobile telephone and/or data usage
- **Category 2** – telephone usage, generally reserved for those that must be available during working hours or that expect low usage for work related mobile telephones.
- **Category 3** – telephone and data usage, generally reserved for those that must be available often or that expect high usage for work related mobile telephones.
- **Category 4** – Custom (Usage does not fall into Categories 1 – 3)

University employees receive monthly reimbursement rates as follows:

- **Category 1** – $20 per month (up to 3 months)
- **Category 2** – $35 per month
- **Category 3** – $65 Per month
- **Category 4** – Custom Amount

Monthly reimbursements are only processed after a copy of the current monthly bill is submitted. The monthly reimbursement amount shall not exceed the total monthly bill. If the reimbursement amount exceeds the total amount on the monthly bill, the reimbursement category will need to change to a category that would provide a reimbursement less than the total monthly bill.

It will be the responsibility of the Division submitting the reimbursements to follow the policy and guidelines and to keep copies of bills and paperwork associated with
the reimbursements. The Divisions would then submit to University Accounting Services, a direct pay sheet with all relevant information to reimburse the employee for use of their personal mobile phone.

In general, university employees may select their mobile service provider and associated equipment. However, if the equipment is expected to operate with the University's telephone or other technology, the employee may seek guidance from the Division of Information technology on their equipment purchase.

Implementation

The implementation of this policy is the responsibility of the Division of Information Technology.

APPROVED:

___________________________  ___________________________
President Soraya M. Coley, Ph.D.  Date
California State Polytechnic University, Pomona