

Business Policy

To: All Members of the University Community

2012:08

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Mobile Communication Devices (Supersedes 2010:07)

I. OVERVIEW

This Policy pertains to the issuance and expense distribution of University owned and maintained Mobile Communication Devices (MCD). The policy also covers expense reimbursement for a personally owned MCD. A MCD is defined as a cell phone, smartphone, wireless internet card, or any other mobile communications device that requires a monthly or annual fee and provides an electronic communication connection.

II. SCOPE AND APPLICABILITY

Policy shall be applicable to all employees of Ferris State University who use University owned MCD (both personally assigned & departmental use) as referenced in the specific procedures and guidelines outlined below.

III. POLICY

The University is responsible for the purchase of the MCD equipment to be used. Costs for cosmetic or technical extras that have no business purpose are the responsibility of the employee. Mobile Communication Devices and related equipment purchased directly by the University are the property of the University.

The monthly plan charges for services on University owned individually assigned devices that are for business and personal use shall be funded 75% by the issuing department and 25% by the employee through Payroll deduction per current MCD Pricing Schedule. The employee contribution is not a reimbursable expense. Departmental or personally assigned devices that are for business only use shall be funded 100% by the University.

The appropriate Budget Manager, or designee, may authorize a MCD when required for University business. Simple convenience is not a criterion for a MCD.

A MCD may be authorized if at least one of the following two criteria is met:

- a. The job function of the employee requires considerable time outside of their assigned office or work area and it is important to the University that they are accessible during those times.
- b. The job function of the employee requires them to be accessible outside of scheduled or normal working hours or office hours.

Employees who choose to use their personal MCD for University business may be eligible for reimbursement for only those costs with a direct business relationship that are in excess of their standard monthly plan when approved in advance by the Budget Manager. The University will

not reimburse, or directly pay, for any personal MCD equipment purchase or corresponding monthly plan rate.

IV. PROCEDURES

Approval for Issuance of a MCD:

Employees who qualify under the above criteria are eligible to receive a MCD issued through the University. A MCD may be requested using the Mobile Communication Device Approval Form. The form must be approved by the appropriate Budget Manager, or designee, and forwarded to the Telecommunications Office.

Plan & Options Determination:

The MCD plan selected should approximate the anticipated business related needs only. Please refer to the MCD Pricing Schedule for plan pricing & options.

Appropriate Usage:

The misuse of the phone/device – using it in ways that violate any University policy or local, state or federal laws – will result in immediate revocation of the device. In addition to revocation of the device the disciplinary actions defined within the violated policy would also apply. Other relevant University policies include, but are not limited to:

- a. Electronic Mail Policy
- b. Electronic Mail Guidelines
- c. Proper Use of Information Resources, Information Technology and Networks Policy

Departmental Responsibilities:

The Budget Manager, or designee, is responsible for:

- a. Determining if an employee's job duties necessitate the need for a MCD.
- b. Determining the source of funding.
- c. Establishing a check out system to be used during on-call periods for departmental shared-use devices.
- d. Determining the appropriate monthly plan based on business need.
- e. Completing necessary forms to document approval.

V. PERSONALLY ASSIGNED (SINGLE USER) MCD FOR BUSINESS AND PERSONAL USE

A personally assigned, single user, MCD is defined as:

- a. A device assigned to a single person for their use, not shared with any other FSU employee or department
- b. A device that is allowed to leave campus and travel with the assigned employee
- c. A device that is assigned primarily for business use, but also may be used for personal use.

Employee responsibilities:

- a. Authorizing payroll deduction for 25% of the monthly charges per the MCD Pricing Schedule.
- b. Assuring the MCD is used primarily for business related purposes.
- c. Protecting the device from damage and unauthorized use.
- d. Turning in the device upon termination of employment or when MCD is no longer required to meet the requirements of the position.

Documentation and Review Requirements:

The employee's supervisor is responsible for an annual review of the business need for a MCD to determine if monthly plan/equipment should be changed or discontinued.

If an employee is terminated, resigns, transfers or is no longer eligible for a Mobile Communication Device, the employee's supervisor must submit a completed Mobile Communication Device Approval Form to Telecommunications.

VI. DEPARTMENTAL OR PERSONALLY ASSIGNED BUSINESS ONLY USE MCD

A departmental or personally assigned business only use mobile communication device is defined as:

- a. A ~~shared~~ device that is checked-out during an assigned on-call period. It may also be assigned to an individual.
- b. A device to be used for business purposes **only** and is paid 100% by the department. This may result in employees carrying two mobile devices; one owned by the University for business only use and a personal one.

All billings for business only use devices should be reviewed ~~monthly~~ by the Budget Manager to verify business use. Any personal use must be included in the employee wages.

Employee Responsibilities for Business Use Only MCD:

Employees are responsible for ensuring the device is:

- a. Used for business only.
- b. Protected from damage and unauthorized use.
- c. Returned to the University when expected (based on departmental check in/out or rotation procedures).

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