

Ferris State University

Mobile Communication Device Policy

Frequently Asked Questions

Why is this Policy necessary?

The Congress has placed Mobile Communications Devices under “listed” items requiring users to pay taxes on personal use of the device. The law requires detailed accounting to document all calls placed or received from the device and list the business purpose. This accounting requirement has made this law very difficult for businesses to implement. The IRS has indicated that there are a number of ways to comply; one method is to have a 75%/25% split on usage between business and personal. The method of 25% employee contribution would satisfy the law under a SafeHaven clause. Ferris has decided that this method of satisfying the law was practical to implement.

Is there movement to get Mobile Communications Devices removed from the list of Taxable items?

Yes, there is legislation before Congress to get MCD’s delisted. The current bill has been resubmitted and delayed for almost two years now. In the past year, two Universities have been audited and fined for non-compliance. Ferris must implement a Mobile Communications Policy to protect against the liability of an audit.

Who is covered under this policy?

Any employee who utilizes a MCD, which is funded by the University.

What is a Mobile Communications Device (MCD)?

An MCD is defined as a Cell Phone, Blackberry, Smartphone, Windows Mobile Device, Wireless Internet Card, or any other MCD that requires a monthly or annual fee and provides an electronic communications connection.

What Plans are available?

Ferris Basic Plan

- 500 Anytime Minutes

- Unlimited Mobile to Mobile Minutes within the network

- Unlimited Nights and Weekends (9PM – 6AM)

- Nationwide Long Distance

- Basic Voicemail

- Caller ID

- Call Waiting

- \$.15 per message text message plan overage

\$.25 per message picture/video message plan overage

Information Calls, Packages, and Subscriptions billed at Cost

Smart Phone Upgrade

Data Package to support Smartphone or Blackberry along with access to Lotus Notes

Basic Text Pkg.

400 Incoming and Outgoing Text, Picture, and Video Messages

Text Upgrade Pkg.

1000 Incoming and Outgoing Text, Picture, and Video Messages

Tethering

Tethering allows the MCD to connect with a Personal Computer for Internet Service

Wireless Card Only

Internet service through USB to Personal Computer and does not require a MCD.

What plan options require the FSU Basic Plan?

Smartphone Upgrade, Basic Text Pkg., Text Upgrade Pkg., and Tethering all require the base FSU Basic Plan.

Do I qualify for a Personally Assigned MCD?

You must meet one of the following criteria to get a MCD.

- 1) 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.
- 2) The job function of the employee requires them to be accessible outside of scheduled or normal working hours.

What is a Financial Manager?

A Financial Manager that is required to sign the MCD Approval Form is the individual in your area that is responsible for approving expenditures in the budget where the MCD will be billed.

Where do you find your Banner ID?

You can locate your Banner ID on your Pay Stub or from the individual that processes your payroll in your area.

Can I get reimbursed for my personal MCD?

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 financial manager. The University will not

reimburse, or directly pay, for any personal MCD equipment purchase or corresponding monthly plan rate.

What if I do not use my cell phone for personal calls?

The IRS has determined that personal use is widespread and the tax is to be paid by individuals utilizing a MCD.

How much will it cost me?

For complete and up to date pricing, view the Mobile Communications Device Pricing Schedule.

How do I pay for it?

Once the MCD form is processed, you will see the agreed upon amount coming out as a deduction on your next paystub. Once a MCD form indicating termination is processed, the charge will come off. No partial refunds will be given.

Will I be charged for accessories?

No, the department is responsible for these expenditures unless the accessory is purely for cosmetic or personal purposes.

How do I change my plan or terminate my service?

Simply fill out a new MCD indicating the change or termination and submit it to Telecommunications with the proper signatures.

Can I use the phone for personal calls now that I am paying?

A MCD is intended primarily for business use, while personal calls are not prohibited, it is not the intended purpose of the phone.

What happens if I refuse to pay the MCD fee?

If you do not wish to pay the MCD Fee, then you cannot utilize the device. You must consult your supervisor for other communication arrangements.

Can the University Reimburse me for the MCD fee?

No, the employee share is not a reimbursable expense.

Can I port in my personal cell phone number?

Employees may only port in their personal number if approved by their Director or above, once ported the number becomes property of the University. A new or current department device must be used and any existing personal equipment will not be allowed.

Can I keep my Ferris cell phone number upon leaving Ferris?

Numbers may only be ported to a personal account when approved by a Director or above and does not conflict with University business or other related policies. All devices connected to this number during employment remain property of the University and a personal device will need to be obtained.

What must the employee do to port out a cell phone number?

Obtain Director or above approval, fill out the appropriate forms and contact Telecommunications to release the number.

Can I port out to any carrier/plan?

Since Ferris only supplies devices and plans from Verizon and AT&T those are preferred, every effort will be made to port to the requested carrier within a reasonable timeline.

How long does the porting process take?

If using a preferred carrier the process may take up to three business days. If you plan on porting your number out of the University, the process must be completed before you leave the University. In the event that the number is not ported out two weeks before employment has ended the number will be terminated.

What happens if I damage my phone?

If your device is accidentally damaged (ie. water damage, dropped, ran over etc.) then it will be the employees responsibility to cover the cost of replacement. The extent of damage and whether or not it is accidental will be determined by the Telecommunications department.

Can I add insurance to my device?

Yes, but, it must be done at the time when the device is new (or an upgrade). Insurance does not cover the complete cost of replacement and additional fees are required based on provider.

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