



UNIVERSITY of  
DENVER

UNIVERSITY OF DENVER  
POLICY MANUAL  
UNIVERSITY-OWNED MOBILE DEVICE(S)

**Responsible Department:** Business and Financial Affairs

**Recommended By:** Senior Vice Chancellor  
Business and Financial Affairs

**Approved By:** Chancellor

**Policy Number**  
FINA 2.30.020

**Effective Date**  
2/24/2022

## I. INTRODUCTION

The purpose of this policy is to establish a framework for consistent decision-making regarding the provision of essential, business-related Mobile Devices to the University faculty and staff. University leadership intends that this policy, and its associated procedures as incorporated by reference, will manage the risks and administrative burdens associated with the use of University-owned Mobile Devices to facilitate University business.

## II. POLICY OVERVIEW

A. The University will not pay directly, nor reimburse faculty or staff, for Mobile Devices, data plans, or internet services, with the following exceptions:

1. Public Safety and Disaster Preparedness - Departments involved in public safety, disaster preparedness, or emergency response must use Department-owned contracts when cellular equipment or communications are required.
2. Department-owned contracts (for shared phones a/k/a duty phones) for the purpose of rotation among staff, meeting accessibility requirements, delivery service, or on-call emergency service.
3. Research/Extramural Support - Where Mobile Device expenses are allowed and approved in conjunction with a specific grant. All expenses must be charged to the grant in accordance with sponsor requirements, University policies governing sponsored projects, and as necessary to perform their job responsibilities.
4. International Expenses - Units may reimburse employees for incremental expenses incurred when international cell phone or data plan usage is required for official business and the employee's existing cell or data contract does not cover international calling. Units cannot reimburse employees when an employee's standard cell phone plan includes international communications.

B. The determination of whether an employee is eligible for a University-issued

communication device is assigned to the department responsible for the funding of such technology or communication devices.

- C. The determination of whether an employee is eligible for reimbursement for a communication device or international communication expenses under II.A.3 or II.A.4 above is assigned to the responsible department. Employees must meet the applicable Policy exception identified in II.A.3 or II.A.4 *and* have a substantial business need in order to be eligible for reimbursement.
- D. For University-issued Mobile Devices or services, the University acquires the communication device/service and assigns it to a specific individual who is to use it for business purposes. Incidental personal use is permitted. The communication device and all accessories remain the property of the University. At the request of the supervisor or at employee's separation, the employee must return the communication device and all accessories.
- E. When the University is providing the communication device/service, the lowest cost option available to accommodate the particular business need shall be utilized.
- F. Pagers and two-way radios issued by the University are considered business-only applications.
- F. Shared phones, also known as duty phones, are typically assigned to a group of persons on a rotating or shift basis, or to individuals for a specific period of time (e.g., summer conference).
- G. The decision as to whether an employee receives a University-issued communication device is not grievable.

### III. PROCESS OVERVIEW

Occasional expenses eligible for reimbursement will be paid in accordance with Policy FINA 2.30.011 – *Business Expense*.

### IV. DEFINITIONS

- A. **“Departmental-owned contract”** means a contract for mobile device(s) that is entered into by the University for the benefit of an assigned department or program. Amounts owed under the contract are the budgetary responsibility of the assigned department or program.
- B. **“Mobile Device”** - a communication device that is portable and designed to be carried by a person to carry out business communication activities. Mobile Devices items include but are not limited to cell phones, smart phones, iPhones,

iPads, Droid, and hands-free devices.

<b>Revision Effective Date</b>	<b>Purpose</b>