



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
4/28/2023

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 University-issued Mobile Devices when cellular equipment or communications are required.
2. Critical Personnel – employees who are required to maintain key operations in the functioning of the University will be assigned a University-issued Mobile Device. Critical personnel include the Chancellor’s Cabinet and the University’s Emergency Response Team.
3. 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.
4. 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.
5. 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.

- 6.** University-owned loaner Mobile Devices for University-sponsored travel. Subject to available inventory, travelers on short-term University-sponsored travel to destinations with heightened cybersecurity risk may be able to obtain loaner Mobile Devices from IT. See the policies and procedures on Mobile Devices and High Risk Travel available on the IT [website](#) for requirements and guidance about the transport and use of electronic devices when traveling to high cybersecurity risk destinations and the University program for loaner devices while traveling on University business.
 - 7.** Business or Operational Need - The Chancellor may grant exceptions to this Policy on an individual basis to meet substantial business or operational needs.
- B.** The determination of whether an employee is eligible for a University-issued Mobile 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 Mobile Device is not grievable.

III. PROCESS OVERVIEW

Occasional expenses eligible for reimbursement will be paid in accordance with University 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”** - mean a portable computing device that: (i) has a small form factor such that it can easily be carried by a single individual; (ii) is designed to operate without a physical connection (e.g., wirelessly transmit or receive information); (iii) possesses local, non-removable or removable data storage; and (iv) includes a self-contained power source. Mobile devices may also include voice communication capabilities, on-board sensors that allow the devices to capture information, and/or built-in features for synchronizing local data with remote locations. Examples include cell phones, smart phones, iPhone, Droid, tablets, hands-free devices and E-readers. Laptops are excluded from the scope of this Policy.
- C. “University-issued Mobile Device”** means a Mobile Device owned by the University and for which the University has a contract for network services. One example of a University-issued Mobile Device is a FirstNet mobile device which is a device connected to the reliable, highly secure, high-speed nationwide wireless broadband network dedicated to public safety.

V. RESOURCES

- A. University Policy IT 2.30.066 – *Mobile Device Use***

Revision Effective Date	Purpose
<i>7/1/2022</i>	<i>Minor revision to clarify exceptions approved by Chancellor</i>
<i>4/28/2023</i>	<i>Revision to address devices on FirstNet network</i>