



**UAR NUMBER:**

**TITLE:**

**ORIGINATOR(S):**

**INITIAL ADOPTION:**

**REVISION DATE(S):**

**AUDIENCE: (SELECT ALL THAT APPLY)**

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

**PURPOSE:**

**SCOPE:**

**DESCRIPTION (INCLUDE DEFINITIONS):**

Assignment of Cellular Telephones and Other Wireless Communication Devices: Cellular telephones and other wireless communication devices may be assigned to employees who are mobile for most of a work period, respond to emergencies, are responsible for restoration of services, or are integral to the University's decision-making process. These services are not intended to replace other available means of communication. Conventional communication methods should be used when they are available and cost effective.

- a. All wireless service, related equipment, and associated cellular numbers to be used specifically or primarily for business purposes should be purchased and owned by Morehead State University. The University may, at its discretion, enter into contracts with cellular telephone service providers. During the period when one or more of these contracts is in force, the University will only purchase cellular telephones or cellular telephone service agreements for employee use on the basis of these contracts, unless a specific exception is granted.
- b. All service and equipment must be procured through the Operations Manager in the Office of Information Technology. Employees needing wireless service to fulfill the requirements of their job, or to meet safety standards established by third parties, must complete a Request and Justification for Wireless Service form (Appendix A). Requests for cellular phones and other wireless services must be approved by the employee's supervisor (who will determine need), Dean/Director and Provost/Vice President.
- c. The Office of Information Technology will establish a pool of cellular telephones to be distributed to employees on a temporary basis. This pool of cellular phones may be used to address short-term extemporaneous requirements. Distribution to employees shall be on an as-needed basis, to reduce the need for permanent assignment of cellular telephones to individual employees. Approval must be obtained from the appropriate budget unit manager prior to borrowing a cellular telephone from the Office of Information Technology. Personal calls will be reported to the Office of Information Technology at the time the cellular phone is returned.
- d. On a semi-annual basis, the Operations Manager will identify cellular phones with little or no activity and notify the appropriate supervisor who will verify that the phone is still needed. The Operations Manager will also assist in determining the most cost effective service plan to meet the user's need for service obtained through the University's contracts. All costs associated with the service will be charged to the ordering department. Such costs include, but are not limited to: equipment acquisition; service initiation; monthly fees; per minute cost of calls; maintenance and repair of equipment; programming; and replacement of lost, stolen, or damaged equipment. The Operations Manager will review billing for cellular services on a monthly basis to assure that charges are in compliance with contract terms. Monthly billing statements containing detailed information will be sent to the appropriate department. Charges for services and equipment are billed to departments by internal transfer.

Department/Employee's Responsibilities: The employee's immediate supervisor is responsible for ensuring that the user has read and understands the University's policy on cellular telephones and other wireless communication devices. Employees have an obligation to use their cellular



**APPROVED BY:**

VICE PRESIDENT: Chris Hovner DATE: 7-9-18

APPROPRIATE INSTITUTIONAL REVIEW: \_\_\_\_\_ DATE: \_\_\_\_\_

PRESIDENT: Joey Whelan DATE: 7-9-18

#### **401.02 Continuation**

Department/Employee's Responsibilities: The employee's immediate supervisor is responsible for ensuring that the user has read and understands the University's policy on cellular telephones and other wireless communication devices. Employees have an obligation to use their cellular phones and services in a responsible, informed and safe manner, conforming to network etiquette, customs, courtesies, safety practices and applicable Federal, state or local laws or regulations.

- a. When using cellular telephones or other wireless devices, employees should be careful not to discuss certain types of information, such as University information considered confidential or proprietary, student or personal account information, and PIN or credit card numbers.
- b. Employees should never loan their University cellular telephone or other wireless devices to anyone. Employees remain responsible for all use of their equipment.
- c. Employees are responsible for coordinating the repair of University cellular telephones or other wireless devices through the Office of Information Technology.
- d. Employees are responsible for securing wireless equipment and accessories at all times. Employees should immediately report any theft or loss of University wireless equipment to the Office of Information Technology. Employees may be held liable for lost, stolen or damaged equipment.
- e. Any employee who, in the course of performing his or her job functions, finds it necessary to use a wireless communication device must do so in a safe and prudent manner.
- f. Employees should not use cellular telephones in medical facilities where such use is banned.

- g. University cellular phones and other wireless communication devices shall not be used for personal gain, personal business activities, soliciting money for religious or political causes, or any other purpose that conflicts with other laws, regulations or University policies.
- h. Upon separation from University service, employees must return University wireless communication equipment to the Office of Information Technology.

Non-University Owned Phones: University employees utilizing a personal residential or cellular telephone may be reimbursed for business-related calls in the following circumstances:

Employees who use their residential or personal cellular phone occasionally for business purposes may be reimbursed for these calls. Occasional use is defined as unplanned, nonroutine calls made in the normal course of conducting University business.

In order to minimize the University's processing cost, employees should submit charges for reimbursement no more than once a month.

To be reimbursed for long distance business calls utilizing a personal residential telephone:

1. A completed Check Request form with appropriate department supervisory approval must be forwarded to the Office of Accounting & Financial Services for processing.
2. A copy of the detailed telephone billing statement indicating the minutes and long distance charges for which reimbursement is requested must be submitted with the Check Request.
3. A description of the calls for which reimbursement is requested, listing the person called and the business purpose, must be provided.

To be reimbursed for business calls utilizing a personal cellular phone:

1. A completed Check Request form and Request for Reimbursement of Cell Phone Usage form (see Appendix B) with appropriate department supervisory approval must be forwarded to the Office of Accounting & Financial Services for processing.
2. The number of minutes for official University business must be itemized on the Request and supported by a detailed billing statement from the cellular provider submitted with this request. The billing statement must indicate the minutes and/or charges for which reimbursement is requested, list the person called and a description of the business purpose for which the call was made.

**Monitoring:** Cellular telephone billing statements should be reviewed at least semi-annually by the employee's immediate supervisor to determine that there is sufficient business use by the employee to justify having a cellular phone. If the billing statement indicates insufficient business use or predominately personal calls, the supervisor should consider discontinuing the service. The supervisor should also ensure that all personal calls listed on the monthly billing statement are being reimbursed in accordance with this policy.

Cellular telephone usage is subject to audit by the employee's department, the Office of Information Technology and the Office of Internal Audits.

**Disciplinary Actions:** Any abuse of this policy may result in revocation of wireless access and employee disciplinary actions that may be available pursuant to University policies PSE-7 or PSNE-8.



## Morehead State University

### Request for Reimbursement of Personal Cell Phone Usage

Date: _____	Campus Address: _____
Name: _____	Phone number: _____
Title: _____	
Reimbursement Period: _____	
Department: _____	
G/L Account: _____	Amount to Pay: _____

REIMBURSEMENT

**Calculation of Reimbursement Rate:**

Cost of Monthly Plan	A	<input style="width: 90%;" type="text"/>
Base Minutes on Plan	B	<input style="width: 90%;" type="text"/>
Base Rate per Minute	C= (A/B)	<input style="width: 90%;" type="text"/>
Total Minutes for Official University Business	D	<input style="width: 90%;" type="text"/>
Multiplied by the Base Rate per Minute	E=(C*D)	<input style="width: 90%;" type="text"/>

*Other Cell Phone Charges, such as Roaming and Long Distance Charges, and Residential Charges to be billed to the University.*

Date	Type of Charge	Amount
	<b>Total Other Charges</b>	

Total Amount of Reimbursement Requested (enter above in "Amount to Pay"

_____ (Employee)	Date	_____ (Department Head/Director)	Date
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**Note:** Attach to Check Request form and detailed billing statement and forward to the *Office of Accounting & Budgetary Control* for processing.