

Special Edition Management Update - Aug. 13, 2009

New Policy Regulates Use of Cellular Devices

On **Sept. 1** a new administrative policy will take effect that regulates the use of cellular devices by employees for business use. The policy, [3342-7-02.15](#), establishes procedures that meet state and federal regulations for the business use of cellular devices and also reflects best business practices in this area.

The policy applies to all full- and part-time employees and seasonal employees who must have a cellular device to effectively perform their work. Temporary employees and volunteers are not eligible for the provisions of this policy. Cellular devices included in the policy are phones, integrated cell phones and e-mail devices (e.g., smartphones, PDAs, Blackberrys) and other electronic access devices. It does not include pagers and two-way radios.

The information below outlines details of the new policy. Managers and department heads are encouraged to read it carefully and share the information with your staff as appropriate. **Questions should be directed to the Procurement Office at 330-672-2276 or procurement@kent.edu.**

How the Policy Works

Authorization Form

In order for an employee to have a cellular device provided by the university (or receive a stipend), a [Cellular Device Option Authorization form](#) must be completed and signed by the employee, the department head and the appropriate vice president. This must be done on an annual basis, and the form must include a stated legitimate business purpose for the employee to have the device (see the policy for criteria). Any university costs associated with providing the cellular device (e.g., a stipend or departmental cell phone bill as explained below) will remain with the department, division and/or campus.

Payment Options

There will be three options for employees who are authorized to have a cellular device for business purposes:

Personal Ownership with University Stipend

Authorized employees will purchase their own cellular device and service plan and will receive a monthly stipend to help offset the cost. Since this will be a personally-owned plan, there are no limits on personal use. The stipend is \$50 a month for cell phones and \$90 a month for a voice and data plan. Employees choosing this option will be required to keep their cellular bills for three months.

The stipend will be included in the employees' paycheck and will be considered taxable income. It may take a few paychecks for the initial reimbursement, depending on when the employees purchase the device and notify the university; in that case the stipend will be retroactive to the first pay period of the month following the purchase date. See section E(1) of the policy for more details on the stipend option.

Discretionary Use of University-Owned Devices

Authorized employees will be given a university cellular device to be used only for business purposes; personal use is permitted on an “exceptional” basis. Under this plan the employees must review and sign a monthly [Cellular Service Reimbursement form](#) and reimburse the university for any personal calls made; the reimbursement will be pro-rated for calls included within the service plan allotment and at actual costs for all other personal transactions. There will also be a \$10 administrative fee added to each reimbursement to help cover processing costs. Supervisors must maintain all cellular records for three years. See section E(2) of the policy for more details.

Automatic Reimbursement for University-Owned Devices

Authorized employees will be given a university cellular device that may be used for business purposes and for limited personal use. The employees will pay a monthly flat rate of 25 percent of the base monthly plan. Every six months the employees will be required to review the monthly bills and sign the [Cellular Service Reimbursement form](#). The employees will be responsible for any calls exceeding the 25 percent flat rate usage on a pro-rated basis and the actual cost of calls not covered within the monthly allotment. There will also be a \$10 administrative fee added to each reimbursement as mentioned above. See section E(3) of the policy for more details.

Exceptions

Some departments have multiple staff sharing one cellular device for on-call rotations, or have employees issued a device in the event of a disaster. In these instances the university contracts will remain intact, and the phones will be used strictly for business purposes; no personal calls or contacts will be allowed.

Managers' Responsibility

Department heads, managers and others who authorize employees to have a cellular device have several responsibilities:

- Determine the legitimate business need for the employees to have a cellular device.
- Make sure that the Cellular Device Option Authorization form is completed and signed by the appropriate parties. Send the form to Procurement, 229 Schwartz Center, or procurement@kent.edu.
- For employees who choose the “discretionary use” or “automatic reimbursement” option, make sure the phone bills are being reviewed and the employees are making the proper reimbursement to the university. The department head is responsible for maintaining the phone records for both of these options.

Making the Transition

While the policy takes effect Sept. 1, a transition period will continue university service on all current cellular devices through **Sept. 15**. After that date, university service to the devices will end, unless the employee has selected the “discretionary use” or “automatic reimbursement” option.

Procurement Assistance

The Procurement Office has several sessions scheduled when wireless carrier vendors will be on the Kent Campus to assist in the transition. Sessions will be held on **Aug. 19** and **20**, from 9 a.m. - 4 p.m. in Room 306 of the Kent Student Center. Additional dates will be announced for sessions in early September.

Employees attending a session must bring a copy of the signed authorization form with them. At these sessions employees can:

- Turn in any existing university-provided cellular device (if the employee will no longer have a university-owned device);
- Get information on the purchase of a new cellular device and/or plan (for employees choosing the stipend option); or
- Purchase a current university-provided phone and transfer it to their personal plan (for employees with a current university device who choose the stipend option). The cost is \$5 for a cell phone and \$25 for a Blackberry, smartphone or PDA.

Employees who purchase a Blackberry should request an Enterprise Data plan to connect to Exchange. Then contact the Help

Desk at 330-672-HELP to get connected to the university's Exchange server. Windows based smartphones or PDAs do not require the Enterprise data plan to connect to Exchange.

Employees choosing the stipend option may also work directly with a wireless carrier. Information on how to switch from a corporate to a personal account is available on the [Business Administrator Services Web site](#). The Web site also contains links to the Cellular Device Option Authorization and Cellular Service Reimbursement forms.
