

Cheyney University Policy Number FA 2010-4034

Policy on Wireless Communication Devices

Approved by: Finance and Administration Council
President's Cabinet

History: Issued – 12/20/2013 President's Cabinet; 11/13/13 Finance and Administrative Council
Revised –

Related Policies: Policy on University Provided Cellular Phone Equipment/Service and other Wireless Communication Devices Usage (FA-2010-4021)

Additional References:

- A. **Purpose:** The purpose of this procedure is to clarify Cheyney University's ("the University") and employee responsibilities associated with the provision of wireless communication devices.
- B. **Scope:** The policy applies to all faculty, staff, and administrators who, as a part of their official university employment, have a constant and recurring need for using a wireless communication device.
- C. **Definition (s):**

Wireless communication device. A device that transmits and receives voice, data, and/or text communication without being physically connected to the university network. This definition includes but is not limited to such devices as cellular telephones, pagers, wireless internet services, wireless data devices, and cellular telephone/two-way devices. This policy does not include radio devices that interface with a defined non-public radio frequency.

Cellular device. Cellular device means a cell phone or a mobile computing device with voice capability. A cellular device is characterized by the fact that a service plan cost generally is determined by the amount of use.

Mobile computing devices. Mobile computing devices are portable computing and telecommunications devices that can execute programs. This definition includes, but is not limited to: Smart phones, iPhones, iPads, Androids, notebooks and cell phones with internet browsing capability. Use of a mobile computing device may or may not require a wireless communication service plan or incur connection charges.

Department cellular device. A cellular device purchased and maintained by a university office or division for use by more than one employee or other authorized user while engaged in their assigned duties.

Other wireless communication service. Other wireless communication service is any subscription-based communications service that relies on commercial cellular services for data or voice transmissions. These services are often marketed using names such as; mobile content, wireless music services, cellular services, 3G wireless services, text messaging services, digital cellular services, mobile wireless services, mobile data services, wireless data services, wireless telecommunications services, analog cellular services, cellular data services, etc.

Policy and Procedures(s):

I. Eligibility for Wireless Communication Device or Other Wireless Communication Service Plans.

The University is not required to provide a wireless communication device or service plan for its employees; however, the University may provide a cellular device or a mobile computing device, or other wireless communication service plans to an employee if it is determined by the University to be a necessary business expense under one or more of the following criteria:

1. Availability of device and service is integral to the performance of specific duties within the employee's job description;
2. A substantial portion of the employee's work is conducted outside of the building or buildings where the employee is assigned to work;
3. The employee does not have an assigned office or workspace and needs to be contacted on a regular basis by University staff for assigned services or to provide needed information;
4. It is a job requirement that the employer be able to reach the employee outside of the employee's normal work hours.

II. Authorization and Annual Review.

Authorization. To be approved for a device (and service plan, if applicable) under this procedure, the following procedures are applicable:

1. The supervisor of an employee requesting the device and plan must determine if the employee meets the threshold eligibility requirements in Section I.
2. A device shall be issued only if approved by an authorized University department head, Controller and division Vice President.
3. Documentation to support the decision to issue the device and plan must be retained by the appropriate administrative unit at the University consistent with records retention standards and be available for review and audit.
4. All University wireless communication devices are issued and managed by the University Telecommunications Office, and all devices must be purchased under the approved, University or

system negotiated contract service provider plan, in accordance with University procurement procedures.

Annual review. The employee's supervisor and the authorized administrator annually must review and document the continued business need for the device and plan.

III. Employee Responsibilities- Wireless Communication Devices and Service Plans.

1. An employee who receives a cellular device or mobile computing device under this procedure is responsible for ensuring that the device is available for service during applicable business hours and as needed.
2. Employees in possession of University wireless communication device equipment are expected to protect the equipment from loss, damage or theft. Upon resignation, termination of employment, or at any time upon request, the employee will be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within a reasonable time period (i.e., 24 hours) will bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss. Any outstanding debt will be deducted from the employee's final pay check.
3. The employee must immediately return the device, including peripheral University owned equipment associated with the wireless communication device (i.e.- power supplies, cell phone cases, iPad keyboard, batteries, etc) upon request by the employee's supervisor or upon the end of employment.
4. The employee must comply with the provisions in this procedure.

Acceptable Use. University owned wireless communication devices are to be used for business purposes only. All employees who are issued University owned wireless communication devices are subject to the terms and conditions of the University's Acceptable Use Policy, FA-2010-4026.

IV. Reimbursement.

1. Employees will reimburse the College for any overage charges related to personal calls, text messages and/or data usage. Call summary reports and data usage (i.e. number of minutes used) are on file in the Business Support Office and available to supervisors on a periodic basis for review. Employees will reimburse the University for any overage charges related to personal calls, text messages and/or data usage that exceeds the University's allotted minutes/data within the contracted service provider plan. The call detail records generated from assigned cell phones and/or wireless communication devices are considered records of the University and may, on occasion, be subject to internal and outside audits by the University and/or official agencies.

2. Reimbursement for occasional, incremental actual expenses (personal cellular devices).

Business calls. Occasional business call expenses made from an employee's personal cellular devices are eligible for reimbursement if:

- a. The employee has not been issued a cellular device by the University or the assigned cellular device does not receive service in the area from or to which the call was made; and
- b. The employee has incremental costs directly attributable to the business calls.

Reimbursement shall be made in accordance with standards and guidance provided by PASSHE.

V. Department cellular devices. The University may purchase cellular device equipment and service plans if the University determines the cellular device is necessary for the efficient operation of a department and the cellular device will be used by more than one individual within the department.

1. A department cellular device shall be used solely for business purposes. The equipment is designated as property of the University and must be returned to the department daily or as required. Examples of such department users might include, but are not limited to, maintenance or security personnel who need to be accessible by phone during their work shift.
2. Purchase of department cellular device equipment or service plans must be approved by an authorized administrator. At the time of purchase, the responsible party for each department cellular device must be identified. The responsible party must perform the actions required under this procedure.

VI. Cellular Phone Use while Operating a Vehicle

Employees whose job responsibilities include driving or equipment operation should refrain from using their cell phone and/or wireless communication device while driving any vehicle (rented, leased, borrowed, or their own vehicle) while conducting University business.

Drivers shall comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including cell phones. Incoming or outgoing cellular phone calls are not allowed while driving. Sending or reading text messages, emails, dialing cellular phones, viewing videos or inputting data into wireless communication devices are prohibited while driving. The cellular phone voicemail feature should be on to store incoming calls while driving and all message retrievals and calls should be made after the vehicle is safely parked.

Under no circumstances are employees required to place themselves at risk to fulfill business needs. Accidents incurred while the driver is using a cellular phone and/or wireless communication device may be considered to be preventable and the driver may be subject to disciplinary action. Employees who are charged with traffic violations resulting from the use of their phone/wireless communication device while driving will be responsible for all financial liabilities (fines associated with citations) that result from such actions.

Failure to follow this policy may result in disciplinary action, including and up to termination.