

**OKLAHOMA CITY UNIVERSITY
CELLULAR PHONES AND OTHER PORTABLE ELECTRONIC RESOURCES –
ACQUISITION AND USAGE**

I. POLICY SUMMARY

It is the policy of Oklahoma City University to conform to Internal Revenue Service regulations governing employer-provided cellular devices, computers, peripheral equipment, and related services for use by employees.

II. USAGE OF CELLULAR PHONES AND OTHER PORTABLE ELECTRONIC RESOURCES

A. Introduction

This policy provides guidance as to the appropriate circumstances for University purchase of portable electronic communications resources for use by employees both on and off University premises. Electronic communications resources include equipment and service support for cellular phones, personal digital assistants (PDAs), pagers, and other portable electronic communications devices for use by employees.

This policy also provides guidance on the use of electronic communications resources such as equipment and software purchased for an employee's home use, including personal computers, laptop computers, iPads, and other tablet devices, and connection and access to Internet services and e-mail.

In addition, this policy establishes the procedures for documenting the use of University-provided cellular phones and reimbursement to the University of any non-incident personal use of such devices.

B. Policy

The University encourages faculty, staff, and student employees to use electronic communications services and facilities for conducting official University business. There are many work-related situations that require an employee's offsite use of electronic resources, such as attending to issues that require immediate attention, participating in prolonged discussions, or working from home during non-business hours. Some University departments require an employee to be accessible at all times by electronic means, including cellular phones, pagers, computers, and other electronic communications devices. Electronic resources provided by the University, however, shall be used primarily for business-related purposes, and any personal use of such resources must satisfy the conditions set forth below in the Section entitled "Personal Use."

III. ACQUISITION OF CELLULAR PHONES AND OTHER PORTABLE ELECTRONIC RESOURCES

A. Authorization for Acquisition

The University may provide employees with electronic communications resources for use in conducting official University business both on and off University premises when there is a significant business-related reason for doing so. To this end, a dean, vice president, or department head may authorize University acquisition of electronic resources only when the primary use of the resources will be for University business and when the departmental budget is sufficient to cover the cost of the resources. When an employee's use of an electronic communications resource will not be primarily for University business, University funds may not be used to purchase the resource. However, an employee may request reimbursement for any business-related use of an employee-purchased electronic communications device or service resulting in noticeable incremental costs to the employee.

Employees must submit an Electronic Communications Authorization Request (Appendix A to this policy) for approval by a dean, vice president, or department head at the time the employee first receives an electronic communications device, and annually in January thereafter. The dean, vice president, or department head should consult the following criteria in evaluating the business-related reason for purchasing electronic resources for employee use:

1. Cellular Phones, PDAs, Pagers, and Other Electronic Communications Devices

Cellular phones, PDAs, pagers, laptop computers, and similar electronic communications devices and services may be purchased for those employees whose jobs entail the following responsibilities:

<u>Responsibility</u>	<u>Description</u>
Travel	Employees who frequently travel or are out of the office and need to be in contact with staff, students, colleagues, or other University business associates.
Work Location	Employees who typically work in the field or at job locations where access to electronic communications devices is not readily available.
Emergency Response	Employees who need to be contacted and/or to respond in the event of an emergency or are required to be available during non-business hours.
Other	Employees who are required by their department to be accessible at all times by electronic means.

2. Office Equipment Located at Home and Internet/E-Mail Connection and Access

The University may purchase personal computers and related software, printers, and Internet and e-mail service for employees who telecommute or frequently work from remote sites, with authorization from a dean, vice president, or department head. The employee is responsible for ensuring that University equipment in the employee's off-site workspace is maintained in a safe and secure condition and is used primarily for University business. In addition, the dean, vice president, or department head should ensure that the employee is informed regarding the University's information security requirements for electronic communications equipment set forth in the Staff Handbook and the Computer Use Policy.

B. Personal Use

Personal use of electronic communications resources must not adversely affect the performance of an employee's official duties or the functions of an employee's department. This policy allows personal use of a University electronic communications facility or service provided that such use does not violate the circumstances identified in this policy. Such personal use shall not: directly or indirectly interfere with the University's operation of electronic communications resources; interfere with the user's employment or other obligations to the University; or burden the University with noticeable incremental costs. University phones may not be used by persons not employed by the University.

C. Methods of Acquisition

There are two acquisition methods for cellular phones or other authorized electronic communications resources. The respective dean, vice president, or department head will decide which method is appropriate for each eligible employee.

Method One: University-Provided Device

After submitting an Electronic Communications Authorization Request and obtaining approval from the dean, vice president, or department head, the employee will be issued a University-owned cellular phone or other electronic communications device issued through the office of the Chief Information Officer. The monthly service fee for the electronic communications device will be paid directly by the University. The device will remain the property of the University.

If an employee who is authorized to have a University-provided cellular phone chooses to convert a personal cellular phone to the University plan, the office of the Chief Information Officer will assist the employee in porting the phone and the related phone number to the University plan, and the cellular phone and service will thereafter be treated as a University-provided device. If the employee leaves University employment, the office of the Chief Information Officer will assist the employee in converting the phone and related service, including the phone number, back to a personal plan.

Employees who are provided a number by the University may not port the number out to a personal plan.

Employees are responsible for the safekeeping, care and custody of the communications device assigned to them. Cellular phones may not be transferred to any other individual. In the event of a loss, theft, or fraudulent use of the assigned phone, the employee must immediately notify the office of the Chief Information Officer.

When employees are assigned University-owned communications devices, the call detail records generated from assigned devices are considered business records of the University. All charges for communications devices provided by the University are subject to audit for personal use. Audits may be conducted periodically and will be unannounced. It is the responsibility of the employee to substantiate business use. Employees shall not charge applications, music, or other add-ons to the University without separate authorization from the appropriate dean, vice president, or department head.

Oklahoma City University reserves the right to terminate the employee's cellular phone or to switch an employee to the allowance method (method two) if excessive personal calls are made.

Use of University-owned equipment is based on the employee's job duties and may be discontinued if the employee's responsibilities change. The employee must return the device to the University when it is no longer needed and/or the employee ends employment with the University.

Method Two: Reimbursement Method

After submitting an Electronic Communications Authorization Request and obtaining approval from the dean, vice president, or department head, an employee may elect to utilize a personal cellular phone or other device and be reimbursed for the monthly service plan for the device, as long as the employee's use of the device is primarily for business, subject to the following provisions:

- The employee will submit actual bills, including call details, to the University when the employee seeks reimbursement, and the employee will cooperate with the University in audits to confirm the primary business usage of the phone.
- The employee will be reimbursed for the lower of the actual monthly bill or the Monthly Cell Phone Reimbursement Limit, as defined below.
- The employee will not charge a personal cell phone or other electronic communications device to a University purchasing card.

In December of each year, the Chief Information Officer of the University will publish the amount that will constitute the **Monthly Cell Phone Reimbursement Limit** for the following year. This amount will be linked to the monthly per-device charges for University-provided devices.

Once the Electronic Communications Authorization Request is complete, including necessary approvals, the department should initiate a purchase order to reimburse to the employee's direct deposit account the lower of the monthly service plan for the device or the Monthly Cell Phone Reimbursement Limit.

C. Documentation

An employee who is to be provided electronic communications equipment or services must prior to receipt of such resources sign the Employee Agreement Concerning the Use of Electronic Communications Resources (Appendix B to this policy), acknowledging that primary use of the resources will be for official University business and that any personal use of the resources will be incidental in nature.

D. Reimbursement of Non-Incidental Personal Use

As provided in this policy, any noticeable incremental costs for personal use of a University-provided electronic communications resource must be reimbursed by the employee furnished with the resource.

E. Data Security and Confidentiality

Protection of confidential data against physical theft or loss, electronic invasion, or unintentional exposure is important. Mobile devices should be password protected whenever possible. All storage components of University-provided devices, including internal and removable memory, are considered property of the University and may not be modified, removed or destroyed.

F. Use of Data and associated content

All mobile devices should be treated like any other University-provided computing device. Please refer to the University Computer Use Policy and the Staff Handbook for rules outlining the restrictions on content.

IV. Compliance with Laws

Regardless of whether an employee acquires a cellular phone under Method One or Method Two above, Oklahoma City University requires employees to comply with all applicable laws while driving. Use of the phone or other mobile device in any manner contrary to local, state or federal laws will result in the immediate termination of the cell phone reimbursement or termination of the use of University-owned equipment.