

Wireless Telephones and Pagers

A. Application

This policy applies to wireless telephones, pagers, and wireless telephone and pager services (wireless services), the cost or compensation for which is provided wholly or partially by the University.

B. Approval of Services

The use of wireless services is limited to employees approved or required to use the services by the employee's budget unit head or supervisor upon necessity. Necessity includes situations in which time is of the essence in optimally accomplishing University purposes. Such approval shall be withdrawn from an employee who does not comply with this policy. University employees at the director level or above need not secure prior approval from supervisor before securing wireless services.

C. Billing Detail

Any wireless telephone service shall include a monthly billing statement, for use by the University, showing for each call the date, time, length, billing charge and telephone number of the other party, when such number is available. Additional charges for billing detail assessed by the service provider will be covered by this policy.

D. Equipment

Suppliers of wireless telephone service often provide equipment, including telephones, at no cost to the customer. An employee is required to select this option when available. When the option is not available, an employee should pick the equipment that is least costly to the department. Employees may also personally purchase wireless equipment to be used in conjunction with University paid wireless plans. If special equipment outside of these provisions is deemed necessary for the optimal completion of an employee's job duties, exceptions may be made to this provision by the appropriate vice president and reported in writing (including costs incurred) to the vice president for administrative affairs.

E. Official Authorization Use for State Business

1. **Personal use limited.** Personal use is allowed where the use is infrequent and the user's overall efficiency and availability to the University is enhanced; however, the costs of any such use must be reimbursed to the University. Personal use is any use that does not further the business of the University. Reimbursements for personal calls should be in proportion to personal call minutes to total call minutes multiplied times total billing charges. In order to reduce the administrative burden of this calculation, this may be determined by evaluating records from a representative set of months and determining the average percentage, then applying that percentage to subsequent months. Recalculation of the percentage should be done when the usage pattern increases, or annually, whichever comes first.
2. **Certain unrestricted personal use allowed.** An employee may purchase a "personal line" that may reside on a University wireless telephone. Personal use is allowed on a separate line that is obtained and used at no additional expense to the University.

F. Management of Use

1. **Enforcement.** A budget unit head or other University employee having supervisory authority who may become aware of a violation of the letter or spirit of this policy shall take such remedial action as may be appropriate to control any such violation.
2. **Cost Management.** Supervisors shall periodically audit/review all cell phone plans used by their employees to ensure that this policy is being followed by each employee.