

**3359-11-10.5 Cellular telephone and other wireless communication policy.**

(A) University-provided wireless communication.

(1) Purpose and scope.

- (a) The university of Akron will provide the most consistent, convenient, and cost effective cellular telephone, pager, cellular data device and any other wireless communication equipment and services (hereinafter referred to as wireless communication) possible to its employees that is necessary for the effective and efficient completion of their jobs.
- (b) This policy applies to all faculty and staff of the university. The objectives of this policy are to:
  - (i) Provide guidelines to employees who are required to have wireless communication to be accessible to conduct university business.
  - (ii) Apply standards to university wireless communication service agreements.
  - (iii) Simplify and make more manageable the university's relationship with wireless communication vendors.
  - (iv) Provide a system for monitoring wireless communication usage patterns, so that plans can be routinely modified to better meet the needs of the user.
  - (v) Ensure that the university's acquisition of wireless communication is cost-effective.
  - (vi) Provide an internal system to:
    - (a) Purchase wireless communication,
    - (b) Gain access to repair services,
    - (c) Acquire necessary training and support,
    - (d) Communicate available programs to the university community.

- (vii) Establish a system for monitoring future developments in wireless communication and selecting those that best meet the needs of the university.

(2) Wireless communication vendors.

- (a) To facilitate accomplishment of the above objectives, the university may at its discretion enter into contracts with wireless communication providers. During the period when one or more of these contracts is in force, the university will only purchase wireless communication on the basis of these contracts. Specific exceptions to compliance with this section shall be granted by the vice president of finance and administration.

(3) Eligibility and approval.

- (a) Wireless communication may be provided to a university employee if his/her duties and responsibilities are such that they require such equipment and service to conduct university business in the most effective and efficient manner.
- (b) Eligibility must be approved by the employee's supervisor and the departmental vice-president; a signed requisition form must be submitted to the department of telecommunications. Supervisors will approve an employee's continued eligibility on an annual basis. If business use is infrequent (or if the service is used primarily for personal reasons), the employee should provide his/her own wireless communication.
- (c) An employee may not operate a personal business from university wireless equipment.

(4) Wireless user categories.

- (a) Employees with University subsidized wireless service will be placed in one of two usage categories. The selection of the appropriate category will be a joint decision between the employee and supervisor with the approval of the department vice-president. Categories are based on the anticipated amount of university and personal usage and reflect the employee level of fiscal responsibility.
  - (i) Category 1: university business only: Usage is limited to university business only and none of the usage is personal in nature. No employee contribution is warranted.

(ii) Category 2: periodic personal use: In addition to university business, these users periodically use their wireless service for personal business. Employee contribution is the percentage of the wireless plan used for personal business via monthly payroll deduction. The percentage of the wireless plan used for personal use shall not exceed 30 percent.

(b) The employee will identify personal cellular usage each month and submit to his/her supervisor. It is the joint responsibility of the employee and supervisor to ensure that proper usage levels are maintained based on the employee's category designation. If an employee's personal usage repeatedly exceeds the category allocation, the university may find it necessary to change that employee's category.

(c) In accordance with "IRS" documentation requirements, departments must retain wireless communication bills and be able to distinguish between business and personal use.

(5) Plans, equipment, features and accessories.

(a) The university will contract for usage plans, equipment, features and accessories that will serve the needs of most employees. An employee wishing to have features other than those offered in the available programs must have approval of his or her supervisor.

(6) Damage, loss or theft.

(a) Wireless equipment damaged in the course of business should be brought to the department of telecommunications for replacement or repair. Lost or stolen equipment should be immediately reported to the employee's supervisor, campus police, and the department of telecommunications so that the service can be suspended. All costs incurred for replacement or repair are the responsibility of the employee's department.

(7) Wireless communication service provider relationship management.

(a) The relationship with wireless communication providers shall be managed through the department of telecommunications.

(b) Telecommunications staff will place all service requests, take delivery of equipment, and provide necessary user orientation and training. Telecommunication staff will monitor plans and may suggest changes in service levels to provide the most convenient and economical plan to the university.

- (c) The department of telecommunications will also monitor changes in wireless technologies and make recommendations for improvements to the university on an as-needed basis.

(8) Termination.

- (a) University-provided wireless equipment is university property and must be returned upon termination of employment with the university. If the wireless equipment is not returned, the cost will be reported as taxable income on the employee's "W-2" form.

(B) Individually-owned wireless communication.

- (1) If an employee's need for wireless communication is infrequent, or if it is determined that the use of university-provided wireless communication is used primarily for personal reasons, the employee should provide his/her own wireless communication. The employee will submit reimbursement requests for documented university use. If an employee exceeds the total monthly plan minutes or incurs roaming fees which result in an additional expense, reimbursement will include overage charges associated with business use. Requests for reimbursements for university business use will be made on a quarterly basis and must be a minimum of five dollars.

(C) Use of wireless communication while driving.

- (1) All employees are strongly discouraged from using wireless communication for business purposes while driving, particularly if the individual does not have a way of operating the phone "hands-free." Wireless communication usage while driving should only occur in an emergency situation. Departments may issue more restrictive policies if they choose.

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Ted A. Mallo  
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Board of Trustees

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