

**Procedures for Implementing and Managing the All-University Policy on Mobile Communication
and Information Devices (Mobile CIDs) Policy
University of Kansas, Lawrence**

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I. Overview

Upon the effective date of the new Mobile Communication and Information Device (CID) policy, there will be two key groups for mobile CID usage support. Mobile CIDs include, but are not limited to, cellular telephones and personal digital assistants (PDAs) such as iPhone, Blackberry, Palm, and Droid, handheld or tablet computers, internet access, and similar technology for voice and/or data services.

Group 1: This group will consist of individuals who because of their responsibilities within the University are required to be available at all times. Examples include the Chancellor, the Director of University Relations, the University General Counsel, the Director of Public Safety, the Executive Vice Chancellor, Vice Chancellors, the Provost and Executive Vice Chancellor, Vice Provosts, Deans, and others as appropriate. Group 1 employees will receive a salary supplement each pay period up to a specified amount. Note: No employee may receive more than one salary supplement for a mobile CID.

Group 2: This group will consist of employees who perform the majority of their job activities "in the field," where business either cannot be conducted on a landline phone or where it would be inefficient to use a landline phone. Examples include faculty or staff members who are conducting research in the field and Facilities Operations and Information Technology (IT) staff members whose daily assignments take them to various sites on campus. This category also includes employees whose responsibilities periodically require travel or emergency contact availability. Examples include Admissions recruiters and faculty and staff who supervise fieldwork. The majority of phones assigned to this group of employees are expected to be departmental phones that are shared among staff members depending on their assignments. Employees with individually assigned Group 2 CID devices are expected to carry a second individually owned device if they wish to have a mobile CID for personal use. University owned and supported CIDs are for business purposes only.

II. Transition from Group 2 to Group 1

With this new policy, there will be a transition from Group 2 to Group 1 for some individuals who currently carry University-owned and supported CIDs. The transition will include the following steps:

Step 1: Current Contract Review – Verify that the current contract paid by the University is on a month-to-month basis and that there will be no early termination penalties for cancelling the plan. The University will **NOT** pay for any early termination penalties. If the current contract is not month-to-month, the transition may be delayed until the contract requirements have been fulfilled.

Step 2: Group 1 Approval Request – Complete Group 1 request form and obtain appropriate signatures. Form is available at

[http://www.comptroller.ku.edu/central_accounting_services/documents/departmental_forms/Mobile_Communications_Information_Device\(CID\)_Request_Form_Group_1.pdf](http://www.comptroller.ku.edu/central_accounting_services/documents/departmental_forms/Mobile_Communications_Information_Device(CID)_Request_Form_Group_1.pdf).

Send completed form to: Payroll, Room 147, Carruth O'Leary Hall. Payroll will use the completed form to enter the authorized salary supplement into the HR/Pay system. The supplement will be paid automatically each pay period until notification is sent to Payroll to stop.

Step 3: Mobile CID Equipment – Employee has two options: (1) purchase a new mobile CID from local retailer when establishing a new personal contract; or (2) purchase the currently used mobile CID from the University for a nominal amount (*NOTE – The nominal amount will be based upon the value of a two-year old device. The value of newer devices not purchased for a discount with a two-year contract will be determined based upon a depreciated value.*) If the employee chooses to keep this or current mobile CID and purchase it from the University, a sales agreement should be completed and signed by both the employee and the University Comptroller's Office. The funds from the sale will be collected and deposited by the Comptroller's Office for the benefit of the department that was supporting the University-owned mobile CID. If the employee chooses not to purchase the university-owned and supported mobile CID, the mobile CID may be used for an approved Group 2 departmental shared phone or turned over to eWaste (<http://www.technology.ku.edu/ewaste/>)

Agreement for Sale of Mobile Communication and Information Device is available at

http://www.comptroller.ku.edu/central_accounting_services/policies_and_procedures/departmental_policies/index.aspx .

Step 4: Employee to Establish New Contract – The employee is responsible for signing up for a personal contract with the carrier of his or her choice. Personal contract will contain at a minimum the categories that have been approved for the salary supplement (voice only, data only, or voice & data).

As of May 24, 2004, wireless numbers may be transferred between carriers. Guidance for how to transfer phone numbers to specific carriers is available at

<http://www.wireless.att.com/cell-phone-service/transfer-your-number/index.jsp#q1>

<http://www.verizonwireless.com/b2c/LNPControllerServlet>

http://support.sprint.com/support/article/Bring_your_existing_number_to_Sprint/case-wh164052-20100420-140547

<http://www.t-mobile.com/switch/default.aspx>

Step 5: Cancel Departmental Contract

III. Establishing a Group 1 Mobile CID Salary Supplement

The following steps should be followed for any employee who is authorized to receive a Group 1 Mobile CID Salary Supplement.

Step 1: Group 1 Approval Request – Complete Group 1 request form, obtain appropriate signatures, and submit to Payroll as described in Section II, Step 2 above.

Step 2: Employee to Establish New Contract or Continue Existing Contract – Employee establishes new personal contract in accordance with Section II, Step 4 above.

International Business Roaming Charges Exception: The University recognizes that Group 1 employees who travel internationally or make international calls will periodically incur expenses above the established salary supplement. Business related international roaming charges incurred by a Group 1 employee may be reimbursed through the University's travel reimbursement process. To obtain additional reimbursement, employees must submit their detailed monthly statement and identify all business related international roaming charges.

Employee responsibilities: It is the employee's responsibility to select and manage the approved level of service and to ensure that the mobile device remains in good working condition. The employee owns the device and is responsible for warranties, repairs, upgrades and replacements.

Employees are responsible for operating state-owned vehicles and potentially hazardous equipment in a safe and prudent manner; therefore, employees should refrain from using mobile devices while operating such vehicles and equipment.

Unit responsibilities: It is the unit head's responsibility to identify any employees who are included in Group 1. Units with employees who fall into this category are responsible for covering the cost of the approved salary supplement and for reviewing the necessity of the salary supplement by May 1 for the following fiscal year.

IV. Establishing a Group 2 Departmental/University Owned Mobile CID

The following steps should be followed when a Group 2 Departmental Mobile CID (primary use will be shared mobile CID not assigned to a specific individual) is authorized:

Step 1: Group 2 Approval Request – Complete Group 2 request form and obtain appropriate signatures.

Form is available at

[http://www.comptroller.ku.edu/central_accounting_services/documents/departmental_forms/Mobile_Communications_Information_Device\(CID\)_Request_Form_Group_2.pdf](http://www.comptroller.ku.edu/central_accounting_services/documents/departmental_forms/Mobile_Communications_Information_Device(CID)_Request_Form_Group_2.pdf).

Send completed form to: CASPUR, Room 5, Carruth O'Leary Hall.

Step 2: Select Equipment & Establish New Service Plan Contract – The department is responsible for selecting equipment and service plan that meets established business requirements for the least cost.

The Office of the General Counsel and IT must review all new contracts. IT also must review all renewing service contracts. The supplier of mobile CID shall be expected to present a monthly billing statement for use by the University, showing for each call the date, time, length, billing charge and phone number of the other party, when such number is available.

Step 3: Remind Employees that Departmental Phones Should Not Be Used For Personal Calls – In accordance with IRS regulations, more than de minimis personal use of an employer-provided cell phone is prohibited. Employees assigned a university owned CID are therefore expected to carry a separate individually owned mobile CID if needed for personal use.

V. On-Going Group 2 Departmental/University Owned Mobile CID Responsibilities

Employee responsibilities: Each employee shall be responsible for the safe keeping, care, and custody of the device assigned to him or her. Employees are responsible for operating state-owned vehicles and potentially hazardous equipment in a safe and prudent manner; therefore, employees should refrain from using mobile devices while operating such vehicles and equipment.

Each mobile device user must review the detailed monthly statement for billing accuracy. The user must highlight all personal calls (including those that do not generate a charge); sign the last page of the call detail certifying that the mobile CID was used for business purposes ("I certify that the KU supported mobile CID reflected on this invoice was used for business purposes") and send it to Central Accounting and Purchasing Services (CASPUR) or the Office of the Vice Chancellor for Research and Graduate Studies (VCRGS), depending on the funding of the cell phone. The signed call detail should be received in CASPUR or VCRGS within 12 days of receiving the monthly statement.

The University of Kansas provides mobile devices to employees for the purpose of conducting University business. In accordance with, IRS regulations, more than *de minimis* personal use of an employer-provided cell phone is prohibited. When monthly plan minutes are exceeded because of unauthorized personal calls/minutes, the employee must reimburse the department for those minutes and for all related long-distance and roaming charges. The employee's reimbursement check must be submitted with the signed monthly statement described in the preceding paragraph. REMINDER: Employees assigned a university owned phone are expected to carry a separate individual owned mobile CID if needed for personal use. Multiple instances of personal use on a university-owned phone will be considered a disciplinary issue.

Unit responsibilities: Department heads or supervisors shall periodically review all mobile CIDS plans used by their employees to evaluate cost efficiency and to ensure compliance with this policy.

Department heads or supervisors will ensure that when an employee changes departments or leaves the University, all equipment (including chargers, extra batteries, hands-free devices, etc.) is returned to the unit and service is cancelled or transferred to an approved employee.

Conducting University business during non-work hours via University cell phones or other phones is a compensable activity for non-exempt (hourly) staff under the Fair Labor Standards Act (FLSA) if the phone conversation lasts fifteen minutes or more. Supervisors need to be aware of this obligation and manage staff time accordingly.

Departments are required to submit departmental deposit information at the same time that the employee submits the detailed monthly statement described above.

Department heads or supervisors are responsible for managing unauthorized personal use of university owned and supported mobile CID.