

The following are responsible for the accuracy of the information contained in this document

Responsible Policy Administrator
Chief Information Officer

Responsible Department
Information Services

Contact 508-856-7600

Policy Statement

The following policy covers University-procured cell phones and cellular service.

Departments will provide justification when requesting cellular service; approval will be granted by the Associate Vice Chancellor for Administration and Finance; employees will use cellular devices per acceptable use; and all eligible employees who are provided cellular service will be reported on and taxed if applicable in accordance with University policy and IRS guidelines.

Reason for Policy

The reasons for this policy are to:

1. ensure cellular service is distributed to employees where the associated benefits justify the expense
2. prevent unexpected charges and fees
3. properly report and tax personal use of Medical School funded cell phones in accordance with IRS guidelines

Entities Affected By This Policy

Employees with University provided cell phones and cellular service.
Departments providing employees with Medical School funded cellular service.
Information Services
Financial Services

Related Documents

Information Services Acceptable Use Policy: Provides guidelines for the security and confidentiality of e-mail
Cellular Service Request Form: Online .PDF form for requesting cellular service

Scope

Requesting Cellular Devices and Services

Departments may request cellular service on behalf of faculty and staff where the associated benefits justify the expense to the Medical School. The Associate Vice Chancellor for Administration and Finance will approve requests.

Because of initial and ongoing costs and short product lifecycles, departments will be provided the least expensive cellular service that fulfills their approved business needs.

Identify Acceptable Use

- Downloading and/or using fee-based services not originally requested is not permitted;
 - Examples include custom ring tones, GPS programs, premium text services, etc

- Maintaining devices for employees that are no longer actively employed by UMMS is not permitted;
- Replacing your cellular device prior to upgrade eligibility is not permitted;
- Incurring charges beyond your service plan is not permitted;
- Incurring International voice and/or data charges is not permitted; International plans must be requested one business week prior to travel
- Changing carriers or equipment for personal convenience is not permitted.
- Maintaining devices that are idle for more than 90 days will result in the service plan's cancellation.
- Maintaining two active cellular devices (eg. two phones, two air cards, etc) per employee is not permitted

Unacceptable use of cellular service may result in, loss of device privilege, disciplinary action and University reimbursement at the amounts charged plus applicable fees and taxes.

Responsibilities

- Employee
 - Review Acceptable Use practices defined in Mobile Device Policy
- Department Administrator
 - Inform employee of Cell Phone Policy
 - Approve and submit Cellular Service Request Form
- Information Services
 - Maintains inventory of devices
 - Communicate policy
 - Process charges to the departments
- Associate Vice Chancellor for Administration and Finance
 - Approves or denies requests for cellular service

Procedures

Requesting Cellular Devices and Services

The process for requesting new cellular service is:

1. Cellular Service Request Form is submitted to the Information Services Help Desk
2. Request form is reviewed by the Associate Chancellor for Administration and Finance
3. Information Services processes request or informs requestor of denial

The process for requesting change in service or equipment upgrade, including International voice and/or data plan is:

1. Request is submitted to the Information Services Help Desk via the Cellular Service Request Form
2. Information Services processes request and verifies upgrade eligibility

Definitions

Cell phones and cellular service: devices such as cell phones, Blackberry/iPhone, smartphones, internal and external air cards, and other wireless devices that use a cellular signal to provide Internet access and/or voice communication.

Approvals


Chief Information Officer

09-25-2012
Date


Executive Vice Chancellor for Administration and Finance

10.4.12
Date

Forms / Instructions

No forms are included in support of this policy.

Appendices

No appendices are included in support of this policy.