



POLICY & PROCEDURE MANUAL North Dakota State College of Science

Cell Phone and Mobile Computing Device Policy & Procedure

Source: NDSCS President

Applies to: Employees

Purpose: This policy defines guidelines for the deployment, utilization and reimbursement for cell phones and other mobile devices used by NDSCS employees, in accordance with North Dakota State Board of Higher Education Policy 807.1 - Mobile Phones and Other Mobile Computing Devices; Restrictions on Use of State Phones.

Definitions:

College-owned or college-issued. Describes a cell phone or mobile computing device that is owned by NDSCS, but issued to an employee or unit within the college.

College-reimbursed. Describes a cell phone owned by an employee who pays the ongoing service fees. In exchange for the employee's use of this device to perform college-related business, the employee receives reimbursement from NDSCS.

Mobile computing device. A wireless tablet (e.g., an Apple iPad) or other device intended for use primarily as a computing device, rather than as a cell phone.

Policy:

Mobile Computing Devices (does not include cell phones).

NDSCS provides tablets and other mobile computing devices based on requests from college divisions. The cost to purchase these devices and relevant accessories, and to provide connectivity to them is borne by the requesting division or department. The security, utilization, purchase and deployment of these devices falls under the authority of the Chief Information Officer. The use of college-issued mobile computing devices is governed by North Dakota University System and NDSCS policy.

Criteria for Use of a Cell Phone for College Business.

The need for a cell phone by an NDSCS employee to conduct college business shall be determined by the employee's division based on the employee's position, expertise, decision-making authority, or the need for the employee to be highly accessible.

An employee's need to communicate by telephone outside of regular work hours (e.g., to receive notification of a work schedule change or for an instructor to contact a student) is not sufficient criteria in itself to justify the issuance of a cell phone or to provide reimbursement for use of a personal cell phone.

Options for College-Associated Cell Phones.

If a division identifies an employee as having the need for a cell phone to conduct college business, that division may offer the employee either or both of the following options for cell phone provisioning:

- The college will provide a stipend to the employee in exchange for the use of his or her cell phone to conduct college business. The reimbursement rate will be established by the NDSCS Chief Financial Officer. Specific expectations regarding use of the phone (e.g., employee availability) not addressed in this policy are to be worked out between the employee and his or her supervisor.
- The college will purchase and deploy a cell phone. All cell phone purchases for the college will fall under the purview of the Chief Information Officer. College-issued phones are to be used only for college-related business except as noted in the N.D. Office of Management & Budget's *Fiscal and Administrative Policy*, which specifies that the use of college-owned phones for personal calls is limited to infrequent "essential" personal calls. The college does monitor use of cell phones, and may require employees to document and reimburse the college for personal calls made on college-owned phones.

Reimbursement for Use of an Employee-Owned Cell Phone for Work.

The monthly stipend amount paid to employees in exchange for the use of their personal cell phones for work purposes will be established by the Chief Financial Officer. Any variance from these rates or other payments to employees related to cell phones or other wireless services must be approved in advance by the Chief Financial Officer.

By accepting the stipend, the employee agrees to answer voice calls to the phone during times stipulated by employee's supervisor, and to reply to voicemail messages in a timely manner. The employee and supervisor may mutually agree whether text messaging or email provide adequate substitutes for receiving voice calls; however, no additional reimbursement will be provided by the college for the costs related to these alternate communication forms.

The stipend is not intended to cover the complete or exact cost of the cell phone purchase, accessories, protection plans, or monthly voice or data services purchased by the employee. Employees are free to choose services and equipment that best meet their personal needs and employment responsibilities.

Additional Considerations Related to Cell Phones

Individual divisions or departments bear the financial responsibility for stipends paid to their employees and all costs related to college-purchased phones and accessories.

The stipends issued to employees for the use of their personal cell phones have been considered taxable income. Employees are encouraged to consult a tax professional regarding any question related to the impact this may have.

Employees who accept the monthly stipend to use their personal cell phone for work-related business are fully responsible for all costs related to phone use, regardless of overages, roaming fees, phone use or non-use, or costs related to phone insurance or replacement.

Employees agree that by accepting the stipend, their cell phone numbers will be shared with other college employees.

The Chief Financial Officer and the Chief Information Officer will oversee the implementation of this policy, including the development of business processes for the sale or disposal of any college-owned cell phones issued to employees at the time this policy is adopted.

Security

All cell phones and mobile computing devices used by employees to conduct college business must be configured with a lock feature that secures the device whenever it is turned off as well as when it is inactive for no more than 5 minutes. This applies to college- and employee-owned mobile computing devices. Loss or theft of any devices configured to connect to any college system must be reported to the NDSCS IT Department immediately so appropriate security steps can be taken.

Where to Obtain Additional Information

Technical and policy questions regarding cellular phones should be directed to the NDSCS Chief Information Officer or the NDSCS IT Help Desk at 701-671-2523.

Security issues should be directed to the NDSCS IT Security Officer via the NDSCS IT Help Desk at 701-671-2523.

Employees may speak to their supervisors, call the Human Resources Office at 701-671-2903, or email HR at ndscs.hr@ndscs.edu if they have questions regarding compensation issues.

Approved by:



President's Signature

12-17-12
Date

Last Updated: Dec. 12, 2012