

UNIVERSITY GUIDEBOOK

Subject: Cellular Equipment Usage

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Policy: Youngstown State University provides cellular equipment to employees who, by the nature of their work, are required to use cellular phones and other devices to conduct University business. Youngstown State University will also reimburse expenses incurred by authorized staff who opt to use personal cellular equipment to conduct University business.

RESOLUTION NUMBER: YR 2005-

Purpose: This policy establishes guidelines for the procurement and appropriate use of University owned cellular equipment and reimbursement procedures for business use of personal cellular devices. The provisions of this policy apply to all employees of Youngstown State University and those who acquire cellular equipment and services through grants and contracts awarded to the University

Procedures: The use of cellular equipment is an efficient and in many cases essential means to conduct University business. It also provides a communication link to employees who are required to be accessible at all times. The decision to establish a particular cellular service, however, must be evaluated by considering the cost vs. the benefits derived.

Upon the recommendation of the employee's supervisor, a request to be issued a cellular phone or other wireless device will be reviewed and approved by the employee's Executive Officer. The recommendation will include a justification for the need to provide the employee with cellular equipment and service. The criteria used to establish need includes:

- 1) anticipated frequency of use and frequency of travel by the employee;
- 2) need for others to be in constant communication with the employee or alternatively, the need for the employee to communicate with the University while away from the office;
- 3) employee safety (e.g., working in isolated areas, working during evening, etc.); and/or
- 4) need to contact the employee outside of normal business hours on a regular basis.

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Cellular equipment and services are to be used primarily to conduct University business. Incidental use (i.e., 100 minutes or less of peak minutes per month; unlimited off-peak minutes) is permitted. The employee is responsible for tracking personal use, and for reimbursing the University for cost in excess of incidental use at the rate established by Telephone Services. Employees should avoid the use of cellular devices while operating a motor vehicle.

Employees may be reimbursed for occasional and necessary business-related calls using a personally owned cellular phone. For reimbursement the employee must submit 1) a completed Check Request; 2) a copy of the complete vendor invoice with business-related expenses identified; and 3) a description of the business purpose of each identified expense. Requests for reimbursement must exceed \$25.00 and may cover more than one billing period. Non-reimbursable expenses include monthly base charges, communication taxes, and calls without charges (i.e., free minutes).