



Approved by: Chancellor's Cabinet

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*Sheryl Van Gruensven*

Sheryl Van Gruensven, Interim Chancellor

## CELLULAR PHONES POLICY

### HR 14-19-1

#### POLICY

The purpose of this policy is to align with the University of Wisconsin System Administration reimbursement and property use policies as well as provide guidance on the use of cellular service/phones for business purposes at UW-Green Bay. The below policy is consistent with policies established through the University of Wisconsin System and Department of Administration Enterprises.

#### ASSIGNMENT OF WIRELESS HANDHELD EQUIPMENT

##### Assigned to an individual employee

Departments are authorized to obtain University-funded cellular service/phones for employees in positions where the associated benefits justify the additional cost to the University. Employees may be good candidates for assigned cellular service/phones if;

- Employees travel or have job responsibilities that include being out of their office
- Are continuously on call for extended periods of time
- Respond to emergencies

OR

- Are integral to the University's decision making process

Such determinations shall be made by the Department through the divisional leader or budgetary authority.

Once such determination is made regarding assigned cellular service, employees must acknowledge receipt of the service/phone and acceptance of the conditions of this policy and related policies by complying with all State and institutional requirements for the transfer of University property. Should an employee leave a position that has been assigned cellular service or the position no longer meets the criteria outlined above, the cellular phone must be returned to the employee's supervisor for reassignment or termination of the service. Assigned cellular services are not intended to replace other available means of communication. Conventional communication methods should be used when they are available and cost-effective.

##### Assigned to a pool of employees

If frequency of use does not justify individual assignment of cellular service/phones, it may be appropriate for Departments to obtain University-funded cellular service/phones for a pool of employees when they are placed in situations that meet the individual need(s) outlined above. All employees that take part in the cellular service/phones pool must be given a copy of this policy.



## **PERSONAL USAGE**

### **University-funded cellular service/phones**

University funded cellular service/phones are provided to university employees for official University business only. Personal use of university-funded cellular phones is prohibited, except for essential personal calls/texts. Essential phone calls/texts should be minimal and infrequent. The supervisor of both individual employees and employees using pooled service/phones are responsible for monitoring the use of university-funded cellular services/phones. Each month, the supervisor or designated staff member should review the monthly cellular phone bill received for any discrepancies, problems or excessive personal use. In instances where personal use was found excessive or frequent, the Department may determine it appropriate to take disciplinary action against the employee and collect reimbursement for the cost of the excessive calls/texts at the amount charged on the bill plus applicable fees and taxes plus an administrative surcharge. Collected money must be deposited to the funding source, which paid the cellular service bill and must be indicated as taxable on the deposit slip.

### **Cellular Services Provided through Extramural Support**

On occasion, a department may have the opportunity to obtain cellular phone services through a sponsorship or other extramural support. In such an event the department must implement all procurement rules and required reviews prior to the issuance of the phone to an employee. These phones shall carry the same restriction as University funded cellular service/phones and shall be for University business only. Personal use of university-funded cellular phones is prohibited, except for essential personal calls/texts. The supervisor of both individual employees and employees using pooled service/phones are responsible for monitoring the use of university-funded cellular services/phones. If violations of this restriction are discovered, the Department may determine it appropriate to take disciplinary action against the employee and collect reimbursement for the cost of the excessive calls/texts at the amount charged on the bill plus applicable fees and taxes plus an administrative surcharge.

### **Employee-Owned Cellular Phones**

The use of employee-owned cellular service/phone to conduct University business is not recommended. Use of any personal electronic device, including cellular phones on University business is not preferred and is done by the employee at their own discretion. All employees who engage in use of personal electronic devices for University business are noticed that such use may result in violations of record retention policies and may result in the device being subject to inspection.

The use of employee-owned cellular phones is not subject to reimbursement, unless specifically approved by the Chancellor or designee. The University is not responsible for any damage or malfunction, which occurs to the cellular phone during use on University business.

## **REVIEW OF ASSIGNED UNIVERSITY-FUNDED CELLULAR SERVICES/PHONES**

On an annual basis, Departments will receive an inventory of cellular service/phones within their unit from the Purchasing Office. The Department must conduct a review of assigned individual and pooled cellular service/phones to determine if there is an ongoing need and submit a list of all cellular phones to Purchasing.

## **OBTAINING UNIVERSITY-FUNDED CELLULAR SERVICE/PHONES**



# UNIVERSITY of WISCONSIN-GREEN BAY

The State of Wisconsin has a contract for the purchase of cellular service/phones that offer a variety of plans depending on the needs of the employee. Contact Purchasing for more information. Cellular service/phone may not be contracted for without the approval of Purchasing. Sponsored grants and contracts (funds 133 and funds 144) can be used to pay for cellular service/phones only after approval provided under this policy.

## **CARE FOR PHONE**

Employees issued cellular phones under this policy shall use reasonable care in the use of the phone. While it is expected that phones may be damaged incidentally, phones which are lost or damaged as a result of negligence of the employee may be the financial responsibility of the employee.

## **SURRENDER OF PHONE:**

Upon termination of employment, change in duties such that a cellular phone is no longer required or at the employee's discretion, any phone issued under this policy shall be returned to University Information Services in a condition identical to that which it was issued subject to normal wear and tear. Upon surrender, all content will be disposed of subject to the University of Wisconsin System General Records Schedule.