

Effective: May 8, 2007

Administrative Policy
CELLULAR COMMUNICATION DEVICES and SERVICES

Approved: September 18, 2012
President's Cabinet and replaces
June 2, 2009, President's Cabinet and
May 8, 2007, President's Executive Cabinet

Policy Statement

Millersville University, through a procedure authorized by the President, will provide specifically designated employees with taxable allowances that it judges to be sufficient to pay for the cost of their use of personal cellular telephones and related devices for University business purposes. Should those employees wish to claim the allowances as business expenses for tax purposes, it is their responsibility to maintain the documentation that tax authorities would require to substantiate such claims.

Purpose

The purpose of this policy and procedure is to simplify the means by which the University can benefit from employee access to cellular services while allowing a qualified employee to use the same device for both personal and University business purposes.

Applies to

The policy initially applies to Millersville University management employees, but other categories of University employees may request access to the program, and the policy may be extended to other employee categories after appropriate discussion with collective bargaining units. It applies to devices that would be used by single-users. Cellular devices whose use is shared among multiple employees in scheduled intervals of assignment may be covered by other policies and procedures.

Factors in Determining Eligibility for Cellular Service

Employees who apply to enroll in the allowance program will be deemed eligible based on the University's business need for them to have the services involved. The Vice President for Finance and Administration will determine eligibility; appeals of the Vice President's decisions may be made to the President, who is the final authority on eligibility.

Specific Eligibility Factors

Key Personnel

- If the employee is designated among key personnel for executive management (i.e., members of the President's Cabinet and academic deans), emergency or safety purposes.
- If the employee supports or is responsible for programs, services or systems that necessitate frequent and immediate communications throughout the day, after-hours or while away from the office on travel.

Technical Monitoring

- If the employee is required to monitor essential systems, which may include receiving text messages from such systems upon outages or conditions outside of operating standards.
- If the employee must be available immediately for service calls or troubleshooting during the work day.

No better communication source

- If the employee does not have access to other communication devices while on the job either because the employee has no assigned office and/or primary work location changes based on assignments. Such employees are only eligible for designation if the University requires that they maintain regular contact with the institution and if cellular technologies are judged by the University to be the best options for doing so.
- If the employee is required to travel on a frequent basis and must maintain regular communication while in travel status.
- If the employee performs the majority of his/her job duties in the field where business either cannot be conducted by a landline telephone or it would be inefficient to use a landline telephone.

Exceptions

Public Safety Employees

- In order to take advantage of priority designation (via the Department of Homeland Security) for communications in emergencies, the University will continue to own and assign cell phones to specifically identified public safety employees, normally senior University police officials.

Expectations of the University and of the Employee in the Program

Under this arrangement, the University's provision of an allowance for this purpose means that a qualified and designated employee is expected to acquire and maintain in

working order (through personal purchase and/or subscription/service contract) the cellular telephone device(s) and service(s) that have been confirmed by the Vice President of Finance and Administration as necessary in the employee's performance of his or her job. The University further expects the employee to provide to the University any cellular telephone number to which he or she is applying the allowance so that the number may be used in the conduct of University business. The University will determine the amount of the allowance based on a *Functionality/Allowance Schedule* [Attachment A] approved by and reviewed annually by the Vice President for Finance and Administration. Employees may be able to benefit from discounted rates for the devices and services arranged with vendors by PASSHE or the University. Vendors may ask employees to provide verification of employment to obtain such discounts. The University will pursue the establishment and/or continuation of such discounts, but cannot guarantee their existence.

How the Program Works

No employee should assume that he or she is entitled to an allowance to pay for business use of a personal cellular technology device or service. Employees seeking designation for enrollment in the program must demonstrate eligibility in accord with the criteria listed above and must document the business reason(s) why such enhanced communication capabilities are in the University's interests, using the *Cellular Communications Justification and Acknowledgement Form* [Attachment B]. University employees who are not judged to be qualified to receive allowances may seek reimbursement for business communications involving cellular technologies in accord with applicable University policies and documentation requirements. Such reimbursements, when approved, occur after the expense is incurred and only in cases where the relevant supervisor certifies the communication as having been required for the conduct of University business. Funding for either allowances or reimbursements is drawn from the budgets of the units in which the employees work, unless otherwise specifically provided by the President or the Vice President for Finance and Administration.

To allow maximum flexibility to qualified employees, the University requires no review of the cellular-technology solution that an employee receiving allowances chooses beyond the requirement that it meet the business need described in the justification.

It is the responsibility of each affected employee's department or unit supervisor to review the allowance level and the business need periodically. In those situations where a revision is required, either to the level or the need, a new *Cellular Communications Justification and Acknowledgement Form* must be completed and forwarded to the Office of the Vice President for Finance and Administration for approval.

Given that no detailed accounting of cellular calls or text messages is required to support the allowance, allowance funding must come from fund sources approved by the Vice President for Finance and Administration and may not be charged to federal or state grants or contracts unless specifically approved in the grant/contract.

If the employee is no longer eligible for an allowance, the employee's department must submit a timely notice to the Office of the Vice President for Finance and Administration to discontinue the allowance. Qualifying events include change in job/position where the new role does not require the use of a cell phone; employee leaving the University for

another position; or employee being terminated. In order to assist in this effort, the Office of the Vice President for Finance and Administration may conduct a status-review of users twice each year.

Attachment A: *Functionality/Allowance Schedule*

Attachment B: *Cellular Communications Justification and Acknowledgement Form*

**ATTACHMENT A for
Policy and Procedure for Cellular Communication Devices and Services
Functionality/Allowance Schedule
Effective Date: July 1, 2009**

LEVEL	TITLE	DESCRIPTION	MONTHLY ALLOWANCE (TAXABLE)	BIENNIAL EQUIPMENT ALLOWANCE (TAXABLE)
C	Comprehensive Cellular Telephone Service	Estimated to cover 900 minutes of talk-time with unlimited messaging	\$80	\$100
E	Enhanced Cellular Telephone Service	Estimated to cover 900 minutes of talk-time with unlimited messaging and enhanced data services (i.e., Blackberry-type service)	\$130	\$200
M	Cellular Modem and Related Data Service	Estimated to cover 5 GB per month of data transfer for so-called "air card"	\$60	\$50

**ATTACHMENT B for
Policy and Procedure for Cellular Communication Devices and Services
Cellular Communications Justification and Acknowledgement Form**

DATE:	
EMPLOYEE NAME:	
EMPLOYEE MU #:	
EMPLOYEE TITLE/FUNCTION:	

I supervise the above employee, and I am writing to certify that the work he/she performs requires the higher degree of access available through cellular communications. The following factors support a cellular-communications allowance for the employee [*check/complete all that apply*]:

Key personnel	
<input type="checkbox"/>	<ul style="list-style-type: none"> The employee is designated among key personnel for executive management (i.e., members of the President's Cabinet and academic deans), emergency or safety purposes.
<input type="checkbox"/>	<ul style="list-style-type: none"> The employee supports or is responsible for programs, services or systems that necessitate frequent and immediate communications throughout the day, after-hours or while away from the office on travel.
Technical monitoring	
<input type="checkbox"/>	<ul style="list-style-type: none"> The employee is required to monitor essential systems, which may include receiving text messages from such systems upon outages or conditions outside of operating standards.
<input type="checkbox"/>	<ul style="list-style-type: none"> The employee must be available immediately for service calls or trouble-shooting during the work day.
No better communication source:	
<input type="checkbox"/>	<ul style="list-style-type: none"> The employee does not have access to other communication devices while on the job either because the employee has no assigned office and/or primary work location changes based on assignments. Such employees are only eligible for designation if the University requires that they maintain regular contact with the institution and if cellular technologies are judged by the University to be the best options for doing so.
<input type="checkbox"/>	<ul style="list-style-type: none"> The employee is required to travel on a frequent basis and must maintain regular communication while in travel status.
<input type="checkbox"/>	<ul style="list-style-type: none"> The employee performs the majority of his/her job duties in the field where business either cannot be conducted by a landline telephone or it would be inefficient to use a landline telephone.
Other justification:	
<input type="checkbox"/>	[enter justification here]

Service level REQUESTED for allowance:	<input type="checkbox"/> Level C	<input type="checkbox"/> Level E	<input type="checkbox"/> Level M
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	SIGNATURE	APPROVED?		DATE
		Yes	No	
Supervisor:		<input checked="" type="checkbox"/>		
Area Vice President:		<input type="checkbox"/>	<input type="checkbox"/>	
VP for Fin/Admin:		<input type="checkbox"/>	<input type="checkbox"/>	

Service level APPROVED for allowance:	<input type="checkbox"/> Level C	<input type="checkbox"/> Level E	<input type="checkbox"/> Level M
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