



Mobile Communication Device Policy

Policy Number:	AF 01-001
Policy Administrator:	Vice President for Administration and Finance
Policy Initiator:	Vice President for Administration and Finance
Authority:	Vice President for Administration and Finance
Effective Date:	July 2016
Revised Date:	
Approved:	President Thomas A. Cropper
Approval Signature:	/s/

Purpose:

Provide guidelines for mobile communication devices operated by California State University Maritime Academy (Cal Maritime) employees as part of their university duties.

Scope:

This policy applies to all employees, regardless of funding source, who have been identified and/or are required by Cal Maritime to carry a mobile communication device.

Accountability:

The Vice President for Administration and Finance is responsible for administering this policy and ensuring compliance.

Policy:

A. Definition

Mobile Communication Device - mobile phones, cell phones, and smartphones.

B. The appropriate President's Cabinet Officer (President and Vice Presidents) in each division will determine if an employee has a university business need to carry a mobile communication device. The President's Cabinet Officer will determine eligibility for a University owned mobile communication device or a mobile communication device reimbursement.

C. Cal Maritime (University) will provide an employee one of the following, when employee is eligible:

1. University-owned mobile communication device.

a. University-owned mobile communication devices are to be used for business purposes.

b. Employees provided with data service for email will use the campus-provided email system to conduct Cal Maritime academic and administrative business only (see also *Campus Email Policy IT 01-003*).

2. Mobile communication device reimbursement

- a.** An employee may be eligible for a mobile communication device reimbursement for the business use of her/his personal mobile communication device.
- b.** Only employees who have been identified to carry a mobile communication device so as to be available to Cal Maritime, generally 24/7, and have been approved by the appropriate President's Cabinet Officer in each division may receive a mobile communication device reimbursement.
- c.** The mobile communication device reimbursement is not intended to fund the cost of the mobile device nor pay for the employees' monthly bill. The assumption is that most employees also use their mobile communication devices for personal business.

D. Mobile communication devices should not be selected as an alternative to other means of communication when such alternative would provide adequate but less costly service to Cal Maritime.

E. Renewal and Adjustment:

The President's Cabinet Officer will review the basis for renewals of the mobile communication device reimbursement. Adjustments to the mobile communication device reimbursement for University related business reasons may be requested, however, approval from the division Vice President must be obtained along with the President's approval.

Procedure:

Each division is responsible for completing the mandatory authorization forms for the appropriate mobile communication device plan.

A. University-Owned Device:

1. The university will provide the appropriate mobile communication device plan from its service provider (for example: voice and/or data). It is expected that the appropriate administrator will select a service plan appropriate for the business need of the employee.
2. The use of the device is for business purposes and such use is excludable from the employee's income as a working condition fringe benefit.
3. The issuance of the mobile device will be documented on the form titled, "[University-Owned Mobile Device – Employee Receipt of Equipment](#)" - (Attachment A).
4. A review will be conducted by the appropriate administrator to determine if the employee continues to require a University-Owned device and the appropriateness of the selected service plan.

B. Personally-Owned Device:

1. Mobile communication devices under this category are the personal property of the employee. The employee is responsible to ensure that its mobile service provider plan supports and is compatible with the use required by the University. The employee chooses the device and/or the service plan she/he wishes to use. The University is **not** involved in the contract with the service provider or purchase of the mobile communication device.
2. The University will provide the approved employee a mobile communication device reimbursement which is intended to cover the cost of the service required for University business.
 - a. The University will provide an annual reimbursement (per fiscal year, i.e. July 1st to June 30th) to the employee at the end of the academic year for the expected business-required portion of their monthly mobile communication device service fees. A copy of the invoice/receipt from the service provider will be required as part of the annual reimbursement documentation in order to certify that the reimbursement amount does not exceed the actual cost of service. If the employee's monthly mobile communication device service fees are less than the amount listed on the [Mobile Device Plan](#) schedule, the employee will receive a reimbursement according to the monthly mobile communication device service fees.
 - b. Each division is responsible for completing the mandatory form titled, [Authorization for Business-Related Mobile Communication Device Reimbursement](#) - (Attachment B), authorizing the mobile communication device reimbursement.
 - c. The employee may request the maximum amount of the mobile communication device reimbursement which is based on the "[Mobile Device Plan](#)" schedule (Attachment C). Any mobile communication device reimbursement amount outside the [Mobile Device Plan](#) schedule will require the approval of the appropriate President's Cabinet Officer.
 - d. If the employee is no longer authorized to receive a mobile communication device stipend (for example but not limited to: separation from the university or no longer authorized to receive a mobile communication device stipend), she/he must reimburse the university for the remaining months of the fiscal year (i.e. July 1st to June 30th).
3. The employee shall make available to the University, upon University request, records of the business calls necessary to comply with applicable law and regulations, including but not limited

to, the California Public Records Act. The employee may redact any personal information from the records provided.

Forms and Instructions:

Attachment A:

University-Owned Mobile Devices-Employee Receipt of Equipment

Attachment B:

Authorization for Business-Related Mobile Device Stipend

Attachment C:

Mobile Device Plan

Attachment A
California State University Maritime Academy
University-Owned Mobile Devices Employee Receipt of Equipment

Date of Request: _____

Employee Name: _____

Department: _____

Campus Extension: _____

Service Plan

Wireless/Cell Phone Number: _____

Provider/Vendor: _____

Device Type: _____

Justification Description

Describe particular responsibilities that can only be accomplished with this mobile device.

Terms:

1. The undersigned employee is being issued a University-owned mobile device to be used to conduct activities consistent and conducive to the business of the University. The employee and administrator understand and agree to the following:

- a. Mobile device is only for the use of the named employee.
- b. Employee will seek approval from her/his administrator prior to incurring overage charges.
- c. Employee is prohibited from using mobile device while operating a vehicle.
- d. Employee will safeguard the asset against loss or theft.
- e. Employee will contact his administrator if mobile device is lost, stolen, or damaged.
- f. Employee will return mobile device to administrator prior to separation from the University.

2. Employee has read, understands, and agrees to campus "Mobile Communication Device Policy." The employee shall make available to the University, upon University request, records of the business use necessary to comply with applicable law and regulations, including but not limited to, the California Public Records Act; however, the employee may redact any personal information from the records provided. Employees provided with data service for email will use only the campus-provided email system to conduct university academic and administrative business.

3. Employee and administrator understand that failure to follow the process and procedures will result in the immediate revocation of the mobile device.

Employee Signature: _____

Date: _____

Approval Required by Employee's Administrator:

Administrator Name: _____

Administrator Signature: _____

Date: _____

California State University Maritime Academy

Authorization for Business-Related Mobile Communicataion Device Stipend

(Employee Owned Mobile Device)

For Fiscal Year _____

Employee Information:	
Name: _____	EMPL ID: _____
Address: _____	
City, State and Zip _____	
Position/Title: _____	
Mobile Device Number: _____	Campus Ext. _____

Justification Description:
Describe particular responsibilities that can only be accomplished with this mobile device.

Mobile Communication Device Reimbursement			
Total Authorized Reimbursement Payment: One monthly invoice/bill/receipt must be attached to this request.		\$	-

Chartfield						
Amount	Account	Fund	Dept. ID	Program	Class	Project

Employee Signature

Date

Authorization (President or Vice President)

Administrator Signature

Date

Attachment C

California State University Maritime Academy Employee Mobile Communication Device Plan Annual Stipend

Annual Voice/Data Service: \$600.00 (\$50.00 per month)