

Cellular Phone Acquisition and Usage

Administrative Affairs Procedure #412

Section 1. Procedure

This procedure provides direction regarding acquiring cellular phones and managing their use. Cellular phones will only be purchased for employees who have a clear institutional purpose for a Metropolitan State University cell phone.

Section 2. Authority

This procedure is issued pursuant to the operating authority granted to the university's President by the Board of Trustees of the Minnesota State Colleges and Universities.

Section 3. Effective Date

This procedure shall become effective upon signature by the Vice President of Administration and Finance and remain in effect until modified or expressly revoked.

Section 4. Responsibility

The responsibility for implementation of this procedure is assigned to the Vice President of Administration and Finance.

Section 5. Objective

To coordinate and implement university employee cellular phone acquisition and usage.

Section 6. Implementation

A. University-provided cellular phones

1. Eligibility.
 - a. Personnel and/or department requesting use of cell phones by employees must submit a rationale to the Vice President for that division, who will approve or disapprove the request, and keep rationale on file.
 - b. Facilities and Information Technology employees who are required to work away from their desks may have a cell phone assigned to them by their supervisor.
 - c. Employees at the President or Vice-President level will be assigned a university cell phone.

2. Acquisition Process
 - a. Employees requesting a university-owned cell phone must complete the Cellular Phone Request form, available from IT, and submit it to their supervisor for approval. If the supervisor is not a vice president, then the division vice-president's approval is also required.
 - b. The cost of the phone set will be the responsibility of the individual employee's own cost center. Note: Any special services outside of the shared (pooled) service plan must be approved in advance and arranged by IT and the Business Office.

3. Billing and Reimbursement
 - a. The Business Office, working in conjunction with the Information Technology Department at Metropolitan State University, will provide each Division with a comprehensive list of cell phone activity by user and cost center on a monthly basis.
 - b. Supervisors will require each cell phone user to review their monthly bill, highlight all personal calls, sign a statement indicating that this is an accurate representation of personal use of the cell phone, and return the statement and the bill to the supervisor. If no calls are personal, the cell phone user will indicate that fact on the statement and return the bill and the statement to the supervisor.

All highlighted personal calls will be summed in minutes used. If the total of all personal calls is less than 100 minutes, no reimbursement will be required. (This is extrapolated from the MnSCU travel policy that allows employees one personal long-distance call per day paid by the institution.) If the total number of minutes used for personal calls exceeds 100 minutes per monthly billing cycle, then the individual will reimburse Metropolitan State University at the rate of 5 cents per minute for ALL personal calls made that month. If a higher actual charge is incurred for a personal call, the amount of the actual charge will be reimbursed.

- c. Each fiscal quarter, a reimbursement to the Cashier's Office will be made by each cell phone user using the Cell Phone Reimbursement Form. If the total quarterly reimbursement owed by a cell phone user is less than \$20, the reimbursement shall be combined with the next quarterly reimbursement.
 1. If an employee with a university assigned cell phone leaves university employment, the cell phone must be surrendered prior to the last day of employment.
 2. If the university assigned cell phone is lost or stolen, that employee must notify the cellular vendor as soon as possible. The university will replace the first one that is lost or stolen.

B. Employee-Owned Cellular Phones

1. Charges on employee-owned cell phones that are incurred for Metropolitan State University business may be reimbursed through the normal expense

reimbursement process. The rate of reimbursement will be 20 cents per minute, with a maximum of \$1.00 per call – regardless of location.

2. Each cell phone user requesting reimbursement will submit a copy of their monthly bill, highlighting all business calls, sign a statement indicating that this is an accurate representation of business use of the cell phone, and send with standard employee expense reimbursement form to the supervisor.

C. Information Technology Department Responsibilities

1. The Information Technology Services Department (IT) will establish a single, ‘pooled’ plan for cellular service from a single vendor. This decision will be based upon needs, user input, pricing, and vendor services requested/provided.
2. IT will consult with designated vendor on a regular basis – to ensure that the university is maximizing the user of shared (pooled) service plans. The particular plan and vendor selection will be revised every two years.
3. IT will be responsible for maintaining a directory of university assigned cell phones, and publish this information inside of NetDirect – to identified clientele.

D. Business Office Responsibilities

1. The Business Office (BO) will pay the monthly cellular bill to our service provider in a timely manner; and distribute copies of each individual user’s monthly call report, so that individual accountability and necessary reimbursement payments can occur.
2. Reimbursement for personal calls will be received by the Business Office and deposited into the proper account.
3. The BO will divide the university’s total monthly cellular bill for regular service by the number of active cellular accounts and charge the assigned cost center for each user that average number. For FY 2006, the estimated charge for regular cellular service is \$35 to \$40 per month.
4. University cellular users who require data services (web, email and automated calendar synchronizing) in addition to voice service will pay extra for so-called “Blackberry” services. This amount will be established on an annual basis. For FY 2006, it will be approximately \$30 per month.

Section 7. Review

This procedure will be subject to review on an annual basis.

Section 8. Approval

Issued on this 5th day of October, 2005

Cathleen Brannen, Vice President of Administration and Finance