
Mobile Communications Devices

Purpose:

To establish a mobile communications device policy for Boise State University.

Additional Reference:

Internal Revenue Code § 274

Scope:

Boise State University employees.

Responsible Party:

Vice President for Finance and Administration, 426-1200, Office of Information Technology ("OIT"), 426-1433

Definitions:

Mobile communications devices – includes cellular phones, email devices, personal digital assistants ("PDAs"), satellite telephones or any similar devices.

POLICY

I. Policy Statement

In general, Boise State University will not own mobile communications devices or carry mobile communications device contracts for permanent assignment to individual employees. Employees whose job duties require the frequent use of mobile communication devices will be given a taxable monthly allowance to compensate for business use of a personal mobile communications device.

II. Allowance

A. Employees must work with their supervisors to determine the dollar amount of their monthly allowance. At the discretion of the supervisor, the allowance may pay for mobile communication services, a pro rata share of the device itself, and a proportionate share of payroll taxes incurred due to the allowance.

1. The allowance is not considered an entitlement, nor is it an increase in base pay. Boise State reserves the right to change or withdraw the allowance at any time.

2. Allowances will be calculated for a one year term and will be paid monthly. Allowance agreements will lapse at the end of twelve (12) months at which time employees and supervisors must reevaluate the amount of the allowance with respect to actual business use and make adjustments accordingly.
 3. The frequency of device replacement/renewal/upgrade is at the discretion of the supervisor and in general should not occur more than once per twelve (12) months.
- B. Employees whose duties do not necessitate frequent use of a mobile communications device may submit copies of their cellular phone bills to University Accounts Payable detailing use for reimbursement of infrequent business use of their personal device.
- C. University departments may elect to obtain a cellular phone and service plan for departmental use when the phone will not be specifically assigned to one individual. Such phones must be restricted to university business only. The department will be responsible for the cost and contract obligations of the service plan. The devices remain the property of the university and are ordered and managed through OIT.

III. Recommended Vendors/Service Plans

- A. Departments and employees are encouraged, where possible, to purchase cellular telephone plans that are available from approved vendors participating in university, state or regional (e.g., WSCA) contracts. In most cases, contracted discounts are available, but may vary depending on the vendor. Recommended vendor contracts and plans may be viewed on the OIT web site.
- B. Employees may purchase any mobile communications device or service plan that best meets their job requirements specified by the supervisor or department head. However, the employee will be responsible for any additional expenses above the university compensation approved by the supervisor or department head.

IV. Employee Responsibilities

- A. Employees receiving a monthly allowance for mobile communications services are responsible for the selection of and enrollment in a service plan. When selecting a plan, employees should be cognizant of their anticipated personal and business use, ensuring they have sufficient plan minutes to cover both uses. Furthermore, employees should also

select the most cost-effective plan to meet the business needs of their position.

- B. Employees receiving a monthly allowance for mobile communications services must provide their department with the phone number of that device within three (3) business days of submitting a [Mobile Communication Agreement](#), or activating the device, whichever is sooner.
- C. Employees must show, upon request, a monthly statement detailing use to ensure the monthly allowance is appropriate in light of actual business use.
- D. Employees are responsible for complying with any contracts they enter with service providers, including payment of all charges incurred. In the event an employee ceases to be employed at Boise State or becomes ineligible for the allowance, the employee continues to be responsible for the contractual obligations of the service plan.
- E. Employees utilizing PDAs or similar devices that store electronic files, data, email messages or other potentially sensitive university data are required to notify OIT Helpdesk within 24 hours of the loss or theft of their device. OIT will take appropriate action to ensure the confidentiality of university data, including but not limited to remote deactivation of university-sponsored programs loaded on the missing device. If theft is suspected, employees must file a police report and cooperate with law enforcement to ensure Boise State's interest in preserving confidential information is respected.
- F. In the event that any mobile communications device for which an employee is receiving compensation is lost, stolen, or is no longer operable, the employee must notify their service provider, their supervisor and Human Resources within three (3) business days. Human Resources will suspend the employee's monthly allowance until the phone is recovered, replaced or repaired.
- G. In the event that any departmental mobile communications device is lost, stolen, or is no longer operable, the department must notify OIT Helpdesk within 24 hours.

V. Office of Information Technology Responsibilities

- A. OIT will maintain a list of recommended mobile communications devices for employees who wish to load university-licensed applications onto personal devices.

- B. Where appropriate, OIT will load university-licensed applications onto personal mobile communications devices. OIT will not provide ongoing troubleshooting services for those who elect to purchase devices not recommended by OIT.
- C. OIT will not assume liability for any operating issues that result from loading university applications onto personal mobile communications devices.

VI. Employee Procedures

- A. Employees should meet with their supervisors to determine the need for and dollar amount of a monthly allowance. Employees should then complete a [Mobile Communications Agreement](#), obtain their supervisor's signature, and submit the Agreement to OIT Business Services.

VII. Supervisor Procedures

- A. Supervisors should work with employees to determine an appropriate allowance. Thereafter, supervisors are responsible for ensuring that business use is commensurate with the monthly allowance.
- B. In the event an employee is terminated or is otherwise ineligible for the allowance, the supervisor must inform Human Resources within three (3) business days.