

December 2011

3.465 Cellular Telephone and Data Services "On June 27, 2016, Antioch University reorganized and some positions or entities in this policy may no longer exist. Until this policy is formally amended, please direct all inquiries to University Counsel or the Responsible Administrator identified in the header on the title page."

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Cellular Telephone and Data Service Policy 3.465	
Business Management Policies		Effective date: October 1, 2011	
Policy History:	Approved by:	Resolution #	Date
	Chancellor	N/A	September 6, 2011
Responsible Office	Responsible Administrator:	Contact information	Applies to:
Office of University Vice Chancellor / CFO	Vice Chancellor / CFO	937-769-1304	All Employees

I. Introduction and Purpose

As a distributed, multi-campus university, Antioch employees often are working remotely or away from the office. For this reason, they may require the use of a cellular telephone or data device to carry out their job duties. Additionally, many faculty and administrators would like to use other data devices, such as iPads, as part of their curricular duties to transmit and read data in a “paperless” environment. This policy outlines the rights and responsibilities of employees either using an Antioch-supplied cellular telephone or data device or requesting reimbursement for use of a personal cellular telephone for business-related purposes.

This policy outlines the overall university policy on reimbursement of these expenses. Campuses may adopt more restrictive policies if they so choose. For example, campuses may elect to have campus CFOs approve these expenditures.

II. Employees Requiring Use of Cellular telephone or Data Devices for University Duties

If your job requires use of your personal cellular telephone or data device and associated data plan to effectively carry out your job duties, your supervisor must give you permission for you to get reimbursed for these costs. Costs for your use of a cellular telephone or associated data plan will be charged against your employing unit’s budget.

Only those Antioch University employees who need a cellular telephone or data device as an integral part of their job responsibilities may be provided one. The program or unit director are required to justify the need, the type of instrument required, and the need for an associated data plan for those employees that need cellular telephone to perform their duties. Once this justification is approved, the university will issue a cellular telephone to the employee. The cellular telephone selected will be based upon the business-related needs outlined by the supervisor in their justification.

III. Cellular Service Provider for University-issued Cellular phones and Data Devices

Antioch University contracts for a cellular provider. In most cases, utilizing the university's plan for a telephone will be more cost-effective for the program budget to which the supervisor is charging this expense. The supervisor may choose to have a university-purchased telephone issued to an employee as part of the university-wide telecommunications plan, or they may allow the employee to continue to use their own personal plan. For those employees who opt to continue to use their personal cellular phones, data devices and telecommunications plan, the reimbursement policy below will be used.

Some campuses may have existing relationships with carriers other than the university's major telecommunications provider. For that reason, campuses may continue to use current plans, but work with IT to move all telecommunications devices onto a common plan or platform at the migration date or termination date of each device's current telecommunications plan.

IV. Reimbursement Policy

- A. Employees using a personal cellular telephone and whose supervisor determines that they do not need a data plan will be reimbursed \$30.00 per month.
- B. Employees using a personal cellular telephone and whose supervisor determines that they do need a data plan will be reimbursed \$60.00 per month.
- C. Employees who are issued or use either a personal or a university-issued iOS data device or iPad will not be reimbursed for a data plan unless this plan is approved by their supervisor and the director of the unit bearing the cost of this equipment. In general, these devices can be used for university purposes by accessing free Wi-Fi networks at each campus, at remote sites or in the community.

V. Process to Receive telephone or Reimbursement

Your supervisor must complete the Request/Approval Form, as authorization for a cellular phone, data device or for you to get reimbursed for use of your personal device. The form should be sent to the following office depending on the type of device reimbursement:

A. If the employee is approved for a university-issued cellular phone, the form should be sent to the university Payroll Coordinator in the University Human Resources office. The form will be kept on file there. The Payroll Coordinator will work with the employee and IT to place the order for the appropriate phone.

B. If the employee is approved for a university-issued data device the form should be forwarded to the Director of Technical Services in Central IT. IT will work with the employee to place the order for the device.

C. If the employee is approved for a cellular telephone or device reimbursement, the form should be forwarded to the local campus business office and a copy should be attached to the initial reimbursement request.

Policy Cross Reference

Mobile Technology Use Policy	Policy # 4.613
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Forms Cross Reference

Employee Request / Approval Form for Cellular Telephone or Data Device	Form # 3.465:01
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