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3.465:03 Equipment Loan Form

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ANTIOCH UNIVERSITY

Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <i>Interim</i>		Mobile Devices and Service Policy 3.465	
Business Management Policies		Effective date: October 11, 2011	
Policy History:	Approved by:	Resolution #	Date:
Approved	Chancellor	N/A	September 6, 2011
Revised	Chancellor	N/A	DATE
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of the Vice Chancellor/CFO	Vice Chancellor/CFO	(937) 769-1304	All Employees

I. Introduction and Purpose

Some Antioch University employees are required to use one or more mobile communication devices (“mobile devices”) as part of their job responsibilities. The purpose of this policy is to provide the University’s policy for providing mobile devices and any associated voice/data plan to employees, and for reimbursing employees for business use of a personal mobile device or voice/data plan. This policy also outlines the rights and responsibilities of employees who use an Antioch-issued mobile device or a personal mobile device for University purposes.

II. Definitions

1. A mobile device is a portable electronic telecommunications device that allows for two-way communication. Examples of mobile devices include cellular telephones, smart phones, laptops, PDAs, tablets and air cards, but do not include pagers and two way-radios.

III. Determination of Eligibility for Mobile Devices

Only those University employees for whom a mobile device is an integral part of their job responsibilities may receive or be reimbursed for one. Use of a mobile device for Antioch-related work when doing so is expedient or convenient does not qualify for reimbursement. Members of the University Leadership Committee, which includes the Chancellor, Vice Chancellors and Provosts, are ultimately responsible for University operations and therefore a mobile device and/or associated data services is required as an integral part of their duties. Members of the University Leadership Committee may also identify other employees who need a mobile device as an integral part of their job duties (for example, those employees who are responsible for campus facilities). Any member of the University Leadership Committee who proposes purchase of or reimbursement for mobile devices and/or data services must submit a list of those employees and devices to the Chancellor or to the relevant Vice Chancellor for approval. Therefore, all University-issued mobile device/data services purchases or reimbursements must be pre-approved by the Chancellor or a Vice Chancellor. Costs of mobile devices will normally be charged against the employing unit's budget.

Factors in determining whether an employee needs a mobile device or data plan include:

1. The employee is required to work from an off-campus location;
2. The employee is required to be available on a regular basis outside normal work hours, including in different time zone(s); or
3. The mobile device is necessary for meeting the safety requirements of the employee's job description.

IV. Mobile University-issued Devices and Voice/Data Plans

A. Mobile Devices

Antioch University contracts for the purchase of mobile devices with a provider. Antioch University will purchase a mobile device that is sufficient for the intended use, which will in most instances not be the most expensive mobile device available. The CFO may set a maximum cost for mobile device purchases, which may be updated from time to time. To obtain a University-issued mobile device or service (excepting laptops purchased through IT's laptop vendor), the employee must complete the Employee Request/ Approval Form for Cellular Telephone or Data Device Form 3.465:01. Any request for an unusually expensive mobile device, or for a device that exceeds any maximum set by the CFO, must be accompanied by an explanation of why that particular device is required for the job description. In all cases, the approval of the Chancellor or relevant Vice Chancellor is required prior to purchase. The mobile device remains the property of Antioch University, and must be returned to the Office of Human Resources at the end of any employment or the cessation of the activities requiring use of a mobile device.

B. Cellular/Data Service

Antioch University contracts for the purchase of mobile services with a provider. Any phone number issued with a University-provided data plan will remain the property of the University. In most cases, utilizing the University's plan will be more cost-effective than utilizing a personal plan. The proposal for reimbursement preapproval should address any reason for an employee to use a personal plan. For those employees who are approved to continue to use their personal devices or mobile service plan, the reimbursement policy below will apply.

V. Reimbursement for Business Use of Personal Mobile Devices or Voice/Data Plans

A. Reimbursement Amount

For employees determined to have a need for a mobile device, and for whom there is a reason to use their own devices, the University will provide reimbursement. Typically, the University will reimburse at the rate of up to \$60 per month. In certain cases, where the employee's work requires extensive utilization of the mobile device and/or access to University databases and programs from the mobile device, the allowance may be adjusted upward.

If Antioch requires that an employee do work internationally, the itemized cost of required international business calls and texts will be reimbursed.

B. Process for Receiving Reimbursement

The employee and employee's supervisor must complete the Employee Reimbursement Request for Cell Phone / Service Form 3.465:02 and submit it to the applicable ULC member, who will obtain the signature of the Chancellor or Vice Chancellor if necessary. The completed form must be submitted to the Office of Human Resources, which will process the request.

VI. Payment and Taxability of Reimbursement

Antioch-provided mobile devices or allowances for mobile devices are provided primarily for non-compensatory business purposes and in a manner consistent with IRS Notice 2011-72, Tax Treatment of Employer-Provided Cell Phones. Therefore these allowances are excludable from the employee's income.

Employees are required to submit a copy of their monthly invoice through Request a Payment for reimbursement.

VII. Use of Mobile Device

Employees must comply with Antioch's Mobile Technology Use Policy 4.613, which prohibits employees from using handheld mobile devices and discourages use of handsfree mobile devices while operating a vehicle, as well as all local, state, and federal laws regarding use of mobile devices.

VIII. Mobile Device Security

A. Employee's Duty to Safeguard Mobile Devices

Employees who are issued mobile devices by the University have a duty to safeguard the devices from loss, damage and theft. Upon issue, employees will be required to sign either HR's Employee Request Form 3.465:01 or IT's Equipment Loan Acknowledgement Form 3.465:03. Upon termination of employment or termination of activities for which a mobile device is required, the employee must return the mobile device to the Office of Human Resources.

B. Employee's Duty to Safeguard University Data

1. **Applicable Policies.** The University retains all rights to data accessed by employees through mobile devices, whether the device is issued by the University or owned by the employee. Employees who access University data through a mobile device have a duty to safeguard that data in accordance with the following University policies:

- a. Information Security Policy 8.105;
- b. Employee Code of Conduct Policy 4.601;
- c. Personnel Records and Record Retention Policy 4.225; and
- d. Student Records (FERPA) Policy 5.629.

2. **Best Practices.** The following list, while not exhaustive, provides examples of best practices that will reduce the risk of data loss, theft or unauthorized disclosure:

- a. Refrain from leaving mobile devices unattended;
- b. Close and password protect apps containing University data when not in use;
- c. Avoid situations in which third parties can view University information on a mobile device screen;
- d. Store data on mobile devices or external storage devices (such as data sticks) only as necessary;
- e. Remove University data from the device as soon as it is no longer needed;
- f. Use care in storing mobile devices and external data storage devices.

C. Litigation Hold

Generally, employees are encouraged to remove University data from mobile devices as soon as no longer needed; however, in case of anticipated or actual litigation, Antioch University may require the employee to permanently save any and all data regarding that matter that may exist on the employee’s mobile device(s).

D. Duty to Report

Employees are required to report a lost, stolen or damaged Antioch-issued mobile device to IT immediately via the Help Desk (via the Technical Help portal in AU Direct or via phone at x2854 or 1-866-662-0056). Likewise, employees are required to report lost data, stolen data or unauthorized disclosure of data from a mobile device (whether personal or University-issued) to IT.

E. Penalties

Failure to comply with this policy may result in removal of the mobile device, termination of reimbursement, and/or disciplinary action in accordance with Antioch’s Progressive Discipline Policy 4.617.

Policy Cross Reference

Mobile Technology Use Policy	Policy # 4.613
Information Security Policy	Policy # 8.105
Employee Code of Conduct	Policy # 4.601
Personnel Records and Record Retention	Policy # 4.225
Student Records (FERPA) Policy	Policy # 5.629
Progressive Discipline Policy	Policy # 4.617

Forms Cross Reference

Employee Request / Approval Form for Cellular Telephone or Data Device	Form # 3.465:01
Employee Reimbursement Approval Form for Cellular Telephone or Data Device	Form # 3.465:02
Equipment Loan Acknowledgement Form	Form # 3.465:03