

Policy Title:	Wireless Services Allowance Policy
---------------	------------------------------------

Governing Body:	Finance and Administration	Policy Number:	FAD.042
Policy Contact:	Chief Information Officer	Date Revised:	7/10/2012
Custodial Office:	Vice President, Finance and Administration	Date Approved:	
Approved By:	President	Next Review:	
Related Policy:	IRS: http://www.irs.gov/govt/fslg/article/0,,id=167154,00.html		

Revision History

Revision Number:	Change:	Date:
1.1	Streamlining of policy and migration to template.	7/10/2012
1.2	Template update, removal of OUS references	6/15/2016

A. Purpose

To provide a policy governing the use of wireless (cellular) phones by Southern Oregon University employees and to provide reimbursement guidelines, criteria and conditions for business use of personally owned wireless communication devices and services.

B. Definitions

Wireless Communication Devices – Devices that provide for wireless communication e.g., cell phones, smart phones such as the iPhone or Droid.

Smart Phone or PDA Smart Phone– wireless communication device that combines the functionality of a cellular telephone and personal digital assistant (PDA) in a single device and allows secure access to e-mail.

Wireless Service Provider – Companies that provide wireless (cellular) communications services such as AT&T, Sprint, U. S. Cellular, Verizon, etc.

C. Policy Statement

1. Allowance Plan: Business Use of Personally-owned Wireless Services and Devices

- a. As a general rule, Southern Oregon University shall not own or otherwise provide wireless phones and other wireless communication devices, or services to its employees. Employees may need to use wireless phones to conduct legitimate routine SOU business and such use is a predictable necessity. In these cases, the University will provide a wireless service allowance for employees who are required to use a personal wireless phone for work purposes.
- b. Some employees may have a need to use wireless communication devices to conduct University business on an irregular basis, and therefore are not provided with a wireless communication allowance. In this case, the University will reimburse the employee for any incremental costs incurred due to the business calls made.
- c. Allowances will be provided as follows:
Monthly wireless service up to \$40.00
Monthly data access service up to \$25.00
- d. An employee is only eligible for the allowance as long as they maintain wireless service. While employees may switch wireless service providers, the allowance will be terminated if the employee drops their wireless service completely.
- e. Ethics law outlined in ORS Chapter 244 prohibits public officials (including SOU employees) from participating in provider or contractor discount programs designed for government use, except as noted in the ORS.

2. University Owned Cell Phones: By Exception Only

- a. While the University does not as a rule subscribe for wireless services or provide wireless phones to employees, there are some exceptions. These exceptions may include wireless devices or services:
 - used for emergency or disaster recovery purposes
 - used in a shared position where the phone will be given to people as needed. (Such as a Manager on Duty, or a check-out phone.)
 - employees who use cell phones under a team contract with shared features that enable on campus communication (i.e. “push to talk” or walkie-talkie features)
 - required to conduct research projects and charged to grant budgets
 - used for short term projects
 - used by Information Technology for evaluation and testing with campus information systems
- b. In such instances where the University is providing wireless devices and services for use by SOU employees, employee use is limited to official SOU business only. The University recognizes that there are very rare unforeseen circumstances of incoming calls or emergencies when it is impossible or unreasonable to use a University landline telephone, public pay phone, or personal phone. To ensure compliance with IRS regulation the University must maintain auditable records of all wireless service calls and employees using University owned cell phones must adhere to the requirements outlined in the Wireless Services Allowance Procedure.
- c. Departments shall be responsible for oversight of employee wireless phone use and shall monitor and review such usage periodically to ensure that use is appropriate and that prudent fiscal management guidelines are followed. This periodic review shall include an assessment of each authorized employee’s continued need to use a wireless phone for business purposes.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective

immediately upon approval.

D. Policy Consultation

Business Affairs Council, Tech Council, Provost's Advisory Council