



MOBILE DEVICE POLICY

Scope: Louisiana State University

Effective: April 1, 2015
Revised: August 1, 2015

Purpose: The purpose of this policy is to define standards and procedures for end users who have legitimate business requirements to utilize a cellular communication device to carry out their job duties. This policy establishes guidelines for determining the need for mobile devices and accounting for their use by the employees of the University. The University will provide the means for employees to have mobile communication devices by way of a monthly stipend, duty phones, or in limited instances providing a mobile device and service. The provision method is dependent upon the business need for communication with the employee when they are away from their work station and or/campus. Personal calls are not allowed on duty phones or University provided mobile communication devices.

General Information:

Business Use of Personal Devices: If the employee wishes to use a mobile device primarily for personal use, the employee should purchase a device in their name, and no stipend will be provided. If the employee is using the device primarily for their convenience, rather than a compelling business purpose, then business use is not reimbursable.

Reimbursement for Business Use: Departments may not directly purchase or reimburse mobile communication equipment, accessories or related services plans, including internet service plans for business or personal use by individual employees.

Restrictions apply on sponsored project funds: Charges to sponsored agreements for mobile devices are allowable only in unusual circumstances, where supplemental communications equipment and agreements are required for the technical scope of work, is used for no other purpose, and are not otherwise prohibited by the terms of the sponsored agreement.

Motor Vehicle Safety: An employee is prohibited from using a mobile device while operating a motor vehicle. For the safety of the employee and others the driver should pull over and stop at a safe location to dial, receive or converse on a mobile device. Drivers shall comply with all federal, state and local laws and regulations regarding the use of mobile devices.

Procedures:

A. Monthly Stipend

1. Eligibility

Qualifications for a monthly stipend requires at least one of the following conditions to be met:

- a) The employee's job duties require the performance of law enforcement activities, activities where their personal safety is at risk or that may directly impact the safety, health and welfare of the general public.
 - b) The employee's job duties require immediate access to the public telephone or data network for recall, consultation or decision making. Lack of instantaneous communications could have significant impact on the economic or political welfare of the University.
 - c) The employee's job duties require them to be mobile or in transit a large percentage of the business day yet immediately accessible.
2. The University will provide a \$20 monthly stipend for an employee to purchase wireless service and/or \$20 monthly stipend for a wireless data plan. The employee's supervisor is responsible for determining and recommending the stipend for an employee based on job responsibilities – not job title or position. The determination should be based upon the employee's job duties and need for instantaneous communication with the employee. Once recommended by the supervisor, final approval should be granted by the Dean, Director, or Department Head (or equivalent position) via the form "Mobile Device Stipend Request".
3. The employee, supervisor, and Dean, Director, or Department Head must sign a University agreement called "Mobile Device Employee Agreement" which:
- a) Documents the monthly stipend amount.
 - b) Outlines the requirements the employee will observe in obtaining a mobile device and service plan that meets departmental requirements, and defines the conditions for being available via mobile device.

Employee Responsibilities:

- a) Provide the phone number to the supervisor within five days of activation. Will be available for calls during the times specified by the University based upon University requirements.
 - b) May select the carrier that best fits the employee's needs – area of coverage; location of phone use; same carrier as other employees regularly called to minimize cell-to-cell costs. The carrier/plan selected must be able to provide call detail.
 - c) The device must be capable of the appropriate means of communication according to the stipend amount approved. For example, a \$20 monthly stipend must maintain a device capable of voice mail and text messaging. The higher monthly stipend requires the device to also have the capability of internet usage and e-mail.
 - d) Register the cellular number with LSU and provide it as directory information on the University's online directory.
 - e) Inform the University when eligibility criteria is no longer met, or when wireless service is interrupted or canceled.
 - f) Comply with management requests for copies of the phone bill in order to verify that he/she still has an active wireless plan or to periodically verify the business use/mobile device stipend.
 - g) If the employee leaves University employment or is terminated for cause, the University will bear no cost of fees associated with plan changes or cancellation. If a University decision results in the need to end or change the wireless contract, the University may bear the cost of any fees associated with the change or cancellation.
 - h) Call detail records from the service provider must be provided by the employee when requested for a Public Records Request.
 - i) Any apps loaded on a personal phone are to be purchased by the employee and not reimbursed by the University.
4. The mobile device stipend must be evaluated on an annual basis. The supervisor, Dean, Director or Department Head should evaluate the continued need for the stipend each November to ensure that the stipend is appropriate. All support for the mobile device is to be provided by the cellular company chosen by the employee. The stipend is not an entitlement and can be changed or withdrawn at any time, without notice. The stipend will be included as part of the employees taxable income. The stipend is not

part of base pay for calculating salary increases, equity adjustments and will not affect retirement benefits. If an employee changes jobs within the University, the stipend will be discontinued. A new stipend approval will be required.

B. Duty Phone/Duty MiFi

Departments may obtain a cellular phone and service plan and/or a MiFi for departmental use when the phone will not be specifically assigned to one individual. These phones must be restricted to University business only – no personal calls are allowed. The call records must be reviewed by a departmental supervisor each month. The Dean, Director, or Department Head is the approving authority for a duty phone request, however, new requests for services must be approved by the Chief Information Officer (CIO) using form AS-542. Departments are not allowed to obtain new services nor transfer an existing device or service to another employee without prior approval from the CIO. Each department will be fully responsible for maintaining an account with their selected carrier(s). This includes, but is not limited to, ordering the device, replacing broken devices, verifying call detail on the invoice, approving and submitting the invoice for payment. An inventory of duty phones and MiFi's paid for by the department must also be maintained.

C. University-Provided Mobile Communication Device

1. Eligibility

The University may continue to provide a mobile device for certain employees where it would be impractical for the employee to receive a stipend or due to security needs, or other operational considerations. An employee's need for a University-provided mobile communication device or air card must be recommended by their supervisor and Dean, Director or Department Head and authorized by the Vice President for their area. However, new requests for services must be approved by the CIO, including transfers of existing services to another employee, using AS-542. Personal calls are not allowed on a university provided mobile device. The employee's eligibility must meet one of the following criteria:

- a) Protection of life and property – The job requires the performance of duties that could impact the employee's or the University's life and property. These duties may be impeded without immediate access (inbound and/or outbound) to the public telephone network, regardless of time of day or location.
 - i. Law Enforcement – Job duties require the performance of law enforcement activities that may expose the employee or the general public to harm or danger.
 - ii. Personal Safety – Daily job duties require the performance of activities that may expose the employee or others to harm or danger.
 - iii. Public Welfare – Daily job duties require the performance of duties that may directly impact the safety, health and welfare of the general public.
- b) Improved efficiency and effectiveness – Job duties require immediate access (inbound and/or outbound) to the public telephone network for recall, consultation, and/or decision making. Lack of instantaneous communications could have significant effect on the operational efficiency of the University or significant impact on the economic or political welfare of the State.
 - i. On Call – Duties require the employee to be immediately accessible after normal work hours, regardless of location.
 - ii. Mobile or In Transit – Duties require the employee to be mobile or in transit a large percentage of the business day, yet immediately accessible.

2. Departmental Responsibilities

Personal use of any University property, including mobile phones, pagers and equipment provided for internet access, is not allowed.

Departmental administrators are responsible for the following:

- a) Securing approval from the Chief Information Officer (CIO) for a cell phone to be issued to an employee or transferred from one employee to another via form AS542.
- b) Monitoring the use of the communication services for personal calls. If an employee misuses the privilege, the Dean, Director, or Department Head may revoke their use immediately.
- c) Ensuring the department has available budget to fund anticipated charges for the term of the agreement (monthly charges as well as cost to purchase and activate the equipment).
- d) Supporting the cellular communication device. The departmental administrators are responsible for trouble shooting when there are service issues, ordering replacement devices and managing the billing and payment for services.
- e) Conducting an evaluation each November to ensure that the monthly stipend is still needed and appropriate.
- f) Maintaining a departmental inventory of all mobile devices paid for by the department.