

University of St. Thomas Policies

WIRELESS COMMUNICATION POLICY

Policy Number: G.06.04

SCOPE

This policy is applicable to all faculty and staff of the University of St. Thomas.

PURPOSE

The University of St Thomas has moved to a standardized three-tier cell phone structure to simplify the current practice of UST owned cell phones issued to authorized users. This policy will regulate devices, usage, and result in reduced overhead in administration and support.

The purpose of this policy is to provide means of governing the use of wireless phones by the University of St. Thomas employees and to provide purchasing procedures, criteria, and conditions for business use of UST owned wireless communication devices.

POLICY/PROCEDURES

1. Authorization

Each UST cell phone contract will be reviewed and each Vice President will authorize the university cell phone at its renewal date.

The appropriate Vice President, or designee, may authorize a UST owned cell phone to qualified employees for university business. Simple convenience is not a criterion for a university owned cell phone. An employee may be authorized if at least one of the following two criteria is met:

- a. The job function of the employee requires considerable time outside of their assigned office or work area and it is important to the University that they are accessible during those times.
- b. The job function of the employee requires them to be accessible outside of scheduled or normal working hours.

2. Process

Upon employee approval, the department's Dean/Director may request a cell phone using the Cell Phone Request Form. The form must be approved by the employee's Dean/Director and the appropriate Vice President, or designee, and forwarded to Information Technology Department for processing.

3. Determination of Cell Phone Type

The University of St. Thomas standardizes the particular models and functionality of cell phones offered. Depending on the particular needs of the employee, a "Basic", "Rugged", or "PDA" style phone may be issued upon approval. Management should use the following definitions to determine the appropriate device to issue:

- a. "*Basic*" - This device provides minimal cell phone features.
- b. "*Rugged*" - This device has been ruggedized for harsher environments and helps protect from accidental drops, weather, etc. The device also includes some advanced capabilities like Push-To-Talk, data, camera, etc (cost may vary on features).

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- c. “*PDA*” - This device allows for basic features with the addition of advanced features such as email, calendar, and internet.

Special requirements should be discussed with the employee’s supervisor and may be processed on a case-by-case basis upon the approval of the appropriate Dean/Director, the Vice President, and the Vice President for Information Technology.

4. Financial Responsibility

The monthly costs associated with an approved UST cell phone including basic service, usage fees, and equipment costs are the sole responsibility of the department in which the phone was approved. This includes termination fees and/or any fees associated with a lost, stolen, or damaged phone.

If an employee chooses to port over an existing phone number, that employee is responsible for any fees associated with the existing carrier such as early termination of a contract.

5. Oversight Responsibility

Department supervisors will be responsible for oversight of employee cell phone usage and will monitor and review such usage periodically to ensure that use is appropriate and that prudent fiscal management guidelines are followed. This periodic review will include assessment of each authorized employee’s continued need to use cellular communication devices for business purposes.

6. Security

The user is responsible for maintaining the security, privacy and integrity of University data stored on cell phone authorized for reimbursement.

7. Violations

Violations of University policy or local, state or federal laws will subject users to existing University disciplinary procedures and may result in immediate cancellation of cell phone privileges.

8. Contract Changes or Cancellations

If, prior to the end of the cell phone contract period, a University decision is made which results in the need to change or end the cell phone contract, the University will bear the cost of any associated contract termination fees. Management can choose to terminate a contract for any reason.

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Cell Phone Request Form**

Employee ID: _____

Employee Name: _____

Job Title: _____

Department: _____

Cell Phone Number (with area code): _____

Contract Start Date: _____

Contract End Date: _____

Department Charged:

Account: _____ Fund: _____ Department: _____

Cell Phone Type:

Basic Rugged PDA Other

Business Justification:

Employee Certification:

I certify that I have read the University of St Thomas Cell Phone Authorization & Usage Policy and understand all terms and conditions associated with the acquisition of a UST owned cell phone.

Employee Signature

Date

Dean/Director Signature

Date

Vice President Signature (or designee)

Date

Please forward completed forms as follows:

Deans and Academic Administrators – Vice President for Academic Affairs

All other employees – Division Vice President

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APPROVED: Dr. Robert Ivany

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