Cellular/Wireless Electronic Communication Device Use Policy

Policy Purpose

- The purpose of this policy is to establish the guidelines for the acquisition, purchase, use and reimbursement for use of cellular telephones, cellular services, calling cards, and other types of wireless electronic communication devices and systems, related to University business.

Overview

- Authority to approve the purchase of a cellular phone, cellular services, calling cards, pagers and other types of wireless electronic communication devices, with University funds, rests with the appropriate Vice President of the Division. This authority may not be re-delegated further. Upon such approval, acquisitions of University cellular telephones and similar devices and services are to be facilitated through the Office of Telecommunications. For consistency and clarity throughout this document these services, phones, calling cards, or similar devices shall be referred to as “cellular/wireless electronic communication devices”.

- Approval of the purchase, rental, lease, use of such equipment and service may be given only when there is substantial legitimate business use need.

- Use of University cellular/wireless electronic communication devices is restricted to University business only, and such use will be authorized and monitored. Cellular/wireless electronic communication devices are to be used only by the individual to whom it was issued.

- William Paterson University does not reimburse employees for cellular/wireless equipment, accessories, or installation expenses. The regular reimbursement of charges incurred by an employee for the use of the employee’s personal cellular/wireless electronic communication device for University business must be authorized in advance by the department head.

General Guidelines And Individual Responsibilities

- While cellular/wireless electronic communication devices are very convenient, the equipment and their use may be expensive and should not necessarily take the place of landline instruments where those facilities are reasonably available. Use of cellular/wireless electronic communication devices for University business should be limited to situations where the use of a landline is not reasonable and the urgency of the matter requires an immediate call be made or, it is the most reasonably effective, productive and efficient means of fulfilling the employee’s responsibilities and obligation to the University.

- Cellular/wireless electronic communication devices may be assigned to staff members whose duties consistently requires timely and business critical two way communications for which there is no reasonable alternative technology.

- Use of University cellular/wireless electronic communication devices is restricted to University business only, and such use will be authorized and monitored. The University must be reimbursed for any occasional incidental or emergency personal use of University cellular/wireless electronic communication devices which result in charges or costs incurred to the University. Personal use is subject to a 25% surcharge, not as penalty but to cover University costs related to administrative processing. These reimbursements shall be made within 21 days from receipt of billing and usage.
information, when in the aggregate they reach or exceed $25, exclusive of surcharge, or if less than $25 aggregate, in June. Employees and supervisors are expected to review bills and calculate any appropriate reimbursements.

- Cellular/wireless electronic communication devices are to be used by University employees only in support of their assigned tasks or in support of other University-related activities. The use of University equipment such as cellular/wireless electronic communication devices for private, commercial or consulting purposes is strictly prohibited.

- Each employee shall be responsible for the safekeeping, care and custody of the cellular/wireless electronic communication device assigned to them. Lost, damaged or stolen equipment is the responsibility of the employee. Upon change in employment status, review of usage pattern, or other modification in assignment, which may not warrant allocation of a cellular/wireless electronic communication device, the employee is responsible for returning the equipment to the Department Officer.

- Every reasonable effort shall be made to foster productive use of employee time and University resources.

- Violations of this policy and associated procedures may result in the suspension of cellular/wireless electronic communication device privileges and disciplinary sanctions.

- Employees are responsible for use in conformance with applicable laws, regulations, University policy and reasonable behavior standards.

- Users of University-owned cellular/wireless electronic communication devices are required to acknowledge the University’s Cellular/Wireless Electronic Communication Device Policy.

- By use of a University owned cellular/wireless electronic communication device or services the user agrees to comply with all rules, regulations, guidelines and policies of William Paterson University and any applicable local, state, federal and international laws, guidelines, and regulations. This responsibility exists regardless of what monitoring mechanisms may be in place or may be exercised.

- Consistent with University Policy applicable to Business Records and use of University systems, equipment and property, there should be no expectation of privacy relating to transactions. Cellular/wireless electronic communication device bills, or the business transacted on the system, should not be considered as private. The University has the right to monitor cellular/wireless electronic communication device bills and usage.

**University Purchase of a Cellular /Wireless Electronic Communication Devices and Contracting for Service**

- A department considering the acquisition of a cellular/wireless electronic communication device with University funds shall contact the Telecommunications Department for assistance and direction in determining the best product and service contracts to meet the user's need. Departments may not contract directly with vendors for this service or equipment.

- After completion of standard departmental and other organizational reviews typical to the unit, a written request and justification, including cost information and budget allocation modification, shall be forwarded to the appropriate Vice President for review and approval.
• When approved, the written request (see attached form) should be sent to the Telecommunications Department which will process the request with the appropriate vendor. Charges for the purchase of equipment and monthly service will be automatically charged against the departmental telephone line item of their budget through the call accounting system.

Departmental Responsibilities Related to Cellular/Wireless Electronic Communication Devices

• Monthly and other charges will be communicated to the Department upon receipt of bills by Telecommunications from the service provider. These charges should be reviewed by the department and the user to ensure that charges are correct and are related to University business. Users are to acknowledge and affirm that such billings are appropriate and represent costs incurred for completion of University business, or note any exceptions, within 10 days of receipt of such information.

• Cellular/Wireless Electronic Communication Device users must report all stolen or lost devices to the University Police Department and to Telecommunications. Individuals are responsible for replacement cost for such lost or damaged equipment.

Telecommunications Responsibilities Related to Cellular/Wireless Electronic Communication Devices

• Telecommunications will be responsible for administering contracts with communication vendors to ensure users receive the best available rates and service based on the need presented and available service and equipment providers.

• Telecommunications coordinates the programming of all new cellular/wireless electronic communication devices and maintains records of all cellular numbers for disaster contingencies.

• Telecommunications coordinates all repair and service requests.

• Telecommunications will transmit to user departments detailed billing statements relating to use and service fees.

• Telecommunications will transmit to Business Services payment authorizations for charges incurred relating to use and acquisition of cellular/wireless electronic communication devices and services.

• The Telecommunications Department has the central coordinating responsibility for all telephone service transactions. Included among its responsibilities, is the primary one to acquire, in conjunction with the University Purchasing Department, and authorize cellular/wireless electronic communication devices, services, equipment and suppliers.

• Telecommunications will retain a copy of the completed Acknowledgement of Cellular/wireless electronic communication devices Use Policy, provided by the individual acquiring the service, with records relating to equipment distribution and service contracts.

• Telecommunications will accept payments in check format for personal use and deposit in appropriate account.
Departmental Officer Responsibilities

The administrative officer of a department is responsible for:

- Determining who within their department requires a cellular/wireless electronic communication device in support of their assigned tasks.

- Informing staff of the University’s policies and procedures, and establishing within the confines of those policies and procedures additional local department policies related to the use of cellular/wireless electronic communication devices which may be required.

- Promulgating a process to review monthly cellular phone/wireless electronic communication device bills in order to ensure prompt payment authorization, conformance with use standards, and any repayment to the University of costs related to personal use.

- Selecting, in consultation with Telecommunications, a plan that satisfies the basic needs and coverage area required by the job, as well as the most cost effective plan. The plan chosen is to be reviewed and approved semi annually.

- Recovering equipment. Consistent with similar responsibilities for securing University equipment, materials and access, phones/wireless electronic communication devices that are no longer required due to change in job status, discontinuation of authorization, termination of employment, or other reasons, shall be recovered by the Departmental Officer. Equipment shall be returned to the Telecommunication Department so that service can be terminated.

- Providing, obtaining and retaining a completed *Acknowledgement of Cellular Wireless Electronic Communication Devices Use Policy* from the employee.

- Monitoring use, budget expense and other administrative and fiscal functions generally associated with supervisory and management responsibilities.

Reimbursement of Cell Phone Costs Related to Use of Personal Phones

- If an employee incurs costs utilizing their own phone and requires reimbursement it shall be done using a Voucher Payment form. Requests to reimburse expenses less than $25 aggregate will not be honored.

- Proper documentation shall be required in accordance with existing University policies and procedures.

- The University shall reimburse employees for use of calls that are incurred during the transaction of University business if that use has been previously authorized by the Supervisor. Such reimbursements shall be made at an actual expense rate.

Policy: PAF Telecom
Issued: 6/15/05
Rev: 7/1/09
Acknowledgement of Cellular/Wireless Electronic Communication Device Use Policy

Users of University-owned cellular/wireless electronic communication devices are required to acknowledge the University’s Cellular/Wireless Electronic Communication Device Policy.

By using the cellular/wireless electronic communication device, you agree to comply with all rules, regulations, guidelines and policies of William Paterson University and any applicable local, state, federal and international laws, guidelines, and regulations. This responsibility exists regardless of what monitoring mechanisms may be in place or may be exercised. Violation of these policies may lead to suspension or loss of service, privileges, or imposition of sanctions.

You are reminded that consistent with University Policy applicable to Business Records and use of University systems, equipment and property, there should be no expectation of privacy relating to transactions. Do not consider cellular/wireless electronic communication device bills private. The University has the right to monitor cellular/wireless electronic communication device bills and usage.

I HAVE READ AND UNDERSTAND THE UNIVERSITY’S CELLULAR/WIRELESS ELECTRONIC COMMUNICATION DEVICE USE POLICY. BY SIGNING THIS FORM, I AGREE TO ABIDE BY THE RULES, REGULATIONS, AND POLICIES SET FORTH THEREIN, AND TO ALL APPLICABLE INTERNATIONAL, FEDERAL, STATE, AND LOCAL LAWS. I UNDERSTAND VIOLATION OF THESE POLICIES OR PROCEDURES MAY LEAD TO SUSPENSION OR LOSS OF SERVICE OR OF PRIVILEGE, AND MAY LEAD TO SANCTIONS.

_______________________________________________  ______________________________
PRINT NAME         DATE

_________________________________________________
SIGNATURE

Please return signed form to - Office of Telecommunications
Scan and send to Telecom@wpunj.edu or fax to x3598

Section to be completed by the office of Telecommunications

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