
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

- 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 .4(ent)--8.p0 Tw 0
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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 tran1()0ai/D ãf Y1ÚÑ ;3 Á` Á³ êã r£ê

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