



Acquisition and Use of Cell Phones, Smart Phones & Home Internet Access for University Employees

Policy No.: 900-16

Effective: 6/30/12

PURPOSE:

Reimbursement to authorized employees for use of portable equipment and/or electronic communication equipment and related services is subject to tax law and audit requirements. This policy outlines options available for authorized University employees. Consistent with campus practice, auxiliary organizations may adopt a separate policy.

POLICY:

It is the policy of the University to provide reimbursement for use of portable equipment and/or electronic communication equipment and related services only with the prior authorization of the President or the appropriate division Vice President as a condition of employment, and only using one of the following two options.

Under this policy, portable equipment and/or electronic communication equipment is defined as those devices that provide voice communication as their primary function, such as cell phones or smart phones. Portable computers, such as tablet computers, netbooks, laptops and other similar devices are excluded.

Reimbursement for employee home internet service is prohibited except in rare circumstances where the employee would not otherwise have home internet service and is approved by the appropriate division Vice President.

Option One: University-owned device or University-paid service

- This option is restricted for employees who are primarily responsible for campus safety or who receive specific approval for an exception from the President or the appropriate division Vice President. This option is intended for business use only, and requires prior authorization by the President or the appropriate division Vice President as a condition of employment. Non-business related use could result in the cancellation of the service and a request to return the device.
- The University will have contracts with the service providers for each device type. These agreements are between the University and the service provider.

Option Two: Employee-owned device or employee-paid service

- For an employee authorized by the President or the appropriate division Vice President as a condition of employment, the University will provide an expense allowance for service or data fees only. The

amount of reimbursement shall not exceed the actual cost incurred by the employee. The specific reimbursement amounts shall be set by the President, based on the following two levels of business need and published in the supporting procedures document to this policy:

Level 1 - Used regularly both during and after normal university business hours as a routine method of communication regarding university business.

- Employees who receive reimbursements under this level can, with the prior approval of their division Vice President, purchase a new smartphone every two years and request a reimbursement for the purchase of that smartphone. The maximum amount of reimbursement will be set by the President and published in the supporting procedures document to this policy. The amount of reimbursement shall not exceed the actual expense incurred by the employee.

Level 2 - Used occasionally for on-call or other “as needed” situations that may arise.

- The reimbursement cannot be used as a salary supplement.
- The authorized employee can choose the device and service plan as long as the service plan meets the University’s business requirements for use.

RESPONSIBILITIES:

Decisions regarding the University’s purchase of portable communications equipment and related services for employee use, or decisions to reimburse an employee for all or a portion of the cost of personally-owned portable communications services, are at the discretion of the President or the appropriate division Vice President. The President or division Vice President has the responsibility to determine when it is in the best interest of the University to provide this type of access to an employee, and that funds are available to pay for it. This is accompanied by the responsibility to review the appropriate use of any equipment and charges involved.

FPROCEDURES:

For procedures related to this policy, please see

http://www.csun.edu/sites/default/files/900-16-procedures_0.pdf

APPROVED BY THE PRESIDENT