Acquisition and Use of Cell Phones & Smart Phones for University Employees

**Policy No.: 900-16 Procedures**
Effective: 6/30/12
Revised: 7/01/24

**PROCEDURES:**

These procedures apply to all University employees authorized by the President/Designee or division Vice President/Designee to receive reimbursement for use of portable equipment and/or electronic communication equipment as required for the employee’s position duties, per Policy No. 900-16. The President/Designee or division Vice Presidents/Designee are hereafter referred to as “authorizers.”

These procedures may be revised and are subject to change.

**General Information Regarding Cell Phones and Smartphones:**

1. Employees authorized to have a state purchased phone may contact Purchasing and Contract Administration to obtain information.

2. Smartphone devices are cell phones that support applications such as email, calendaring, Internet access, and read-access to office documents and PDF files.

**OPTION ONE: University-owned Device:**

1. **Wireless Device/Service Use Agreement:**

   When a university-owned wireless device assigned to an authorized employee, The [Wireless Device/Service Use Agreement](#) should be completed and signed by the authorizer. The form should then be submitted to Purchasing and Contract Administration. Purchasing and Contract Administration will acquire the necessary device and will assist departments with information on contracts for these devices.

2. **Accounting Guidelines/Process:**
   a. Monthly statements will be sent by Accounts Payable to the authorized employee’s approver for review.

   b. When monthly service plan charges exceed the approved amount, the employee’s authorizer may certify to Accounts Payable that the excess was due to the conduct of university business, otherwise the employee must reimburse the University for the excess amount.
c. Personal use of a university-owned device/service will result in the employee being required to reimburse the university for all personal charges on the device and may result in full taxation of the service. (Note: Frequent reimbursements or business related overages will generate a review of the agreement by the authorizer to determine whether the service plan should be changed or usage reduced.) A reimbursement from the employee will be treated as an abatement of cost, using the same chartfields used by Accounts Payable to record the original cost. The Department Deposit Transmittal Form must be completed and delivered to Accounts Payable before the employee’s reimbursement is deposited.

3. University-owned equipment used at employee’s home:

a. Requires the approval of the CSUN Asset Management Off-Campus User Permit – PPM 100A form by an authorizer. (From Adobe Sign Home screen, go to Start from Library, Workflows, and search for the form.).

b. The Permit for home use does not expire, but will be reviewed annually by the authorizer.

c. The authorizer will notify Accounts Payable if the nature of the employee’s responsibilities changes and the employee is no longer authorized. The authorizer will also notify Accounts Payable when an employee transfers to another department, and will complete a Separation/Clearance Form when employment has been terminated.

OPTION TWO: Employee-owned Device:

1. Maximum Reimbursements:

a. Maximum amounts are based on the levels defined in the policy. Maximum reimbursements may be revised and are subject to change. Employees will be notified when revisions are made.

b. The amount of expense reimbursement for cell phone or Smartphone service fees is the lesser of the following amounts based on the actual monthly amount charged to the employee by their provider:

   - **Level 1: up to $75**
     - Cell phone or Smartphone must be used regularly both during and after normal university business hours as routine method of communication regarding university business.

   - **Level 2: up to $25**
     - Cell phone or Smartphone must be used occasionally for on-call or other “as needed” situations that may arise.

c. Equipment reimbursement is restricted to Level 1 and limited to every two years for the lesser of $100 plus applicable taxes, or the actual cost incurred by the employee.
2. Exceptions/Changes:
   a. Any exceptions to the expense reimbursement amounts require approval by an authorizer.
   b. Any supplemental changes made by the authorized employee (e.g., changes in phone numbers) are the employee’s responsibility. The transfer of university numbers to an employee phone number is subject to approval by an authorizer.

3. Reimbursement/Verification/Separation Process:
   a. Ongoing reimbursement to an authorized employee for university business use of a personal device requires the following:
      a. Approval of the Wireless Device/Service Reimbursement Form by an authorizer. (From Adobe Sign Home screen, go to Start from Library, Workflows, and search for the form).
      b. Verification by the authorizer that the authorized employee is incurring the charges reimbursed by the university.
      c. The employee shall make available to the university, upon request, records of the business calls necessary to comply with applicable laws and regulations, including but not limited to the California Public Records Act. However, the employee may redact any personal information from the records provided. The employee agrees to retain cell phone bills for thirty (30) days from the date of receipt of said bills by the employee.
      d. The authorizer will notify Accounts Payable if the nature of the employee’s responsibilities changes and the employee is no longer authorized to receive reimbursement. The authorizer will also notify Accounts Payable when an employee transfers to another department, and will complete a Separation/Clearance Form when employment has been terminated.
      e. The employee must reimburse the university for any payments under this type of agreement that occurred after the employee ceased to be authorized for reimbursement or ceased to incur the cost.

4. Vehicle Safety:
   The University cares about employee personal safety and is committed to doing everything possible to prevent workplace accidents and provide a safe working environment. Employees should be aware of and comply with all state and local traffic laws while using a cellular device and operating a vehicle.