

1.0 Revision History

NORTHERN ARIZONA UNIVERSITY INFORMATION TECHNOLOGY SERVICES Mobile Phone Policy	DOCUMENT NO.	
	Effective Date	
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	Producer: Chief Information Technology Officer	

2.0 Purpose

Establish a policy for mobile phone use.

3.0 Definitions

Mobile Phone: commercial wireless phone service (mobile, cellular, or digital)

4.0 Applicability

This policy affects staff and faculty who are authorized to use a university-owned mobile phone for university business.

5.0 Policy/Procedure

Mobile phone service is a legitimate communication method at NAU for some job positions including faculty, staff and administration. The question of personal use of university mobile phones is becoming more complex. Mobile phone plans are numerous, complicated and have the potential to be abused by NAU employees. Carrying a personal phone and a NAU phone is not practical. Mobile phones are also being used for data access and paging services. This policy addresses the mixed needs of university employees who require mobile phones to perform their duties. Based upon supervisor approval, employees may use a mobile phone service in one of the following ways:

5.1 University Provided Mobile Phone Through Purchasing Card

An authorized employee or department may acquire mobile phones and service by using the University Purchasing Card. All mobile phone invoices are to be kept with the monthly purchasing card documentation. All equipment purchased remains the property of the university. Calling plans must be on a state contract and current plans are listed at www.nau.edu/cellular. No long term contracts may be purchased through the purchasing card.

For purposes of this policy, personal use of a university-provided wireless phone of up to 20 minutes per month will be considered ‘de minimis’ and will not require reimbursement to the university, unless such calls result in usage minutes which exceed the monthly plan minute, or roaming charges. If personal use exceeds the de minimis threshold during a month, the employee is to reimburse the university for all his/her personal use for that month, even if the monthly plan minutes are not exceeded. The reimbursement amount is to be computed based on personal use as a percentage of total use. If usage minutes within a month exceed plan minutes, all personal calls are considered to be overage minutes and must be reimbursed.

5.2 University Provided Mobile Phone with Second Phone Number for Personal Use

For this option, all information provided in section 5.1 applies. Additionally, an employee, with supervisor approval, may contact their mobile phone provider to add a personal phone number which could be programmed for use with their university provided mobile phone. Bills for the personal mobile phone number would be sent to an individual's home address and minute plan for the personal number must be totally separate from the employee's university plan. Employees must take notice when placing phone calls to make sure calls are charged to the business line for business calls and personal line for personal calls.

5.3 Payroll Mobile Phone Allowance

This option recognizes the restrictions of personal calls and the need for personal use of mobile phones. An employee may be given an allowance through payroll upon approval from his/her supervisor. The allowance is to be used to offset the university use of mobile phone minutes on a personal mobile phone. The employee must have a personal mobile phone and list the number in the LOUIE HR system mobile phone field. The employee is responsible for all usage and equipment charges, determining and purchasing the mobile phone, vendor and plan. Suggested allowances for different usage are located at www.nau.edu/cellular. The university may at its discretion revoke a phone allowance.

5.4 Payroll Mobile Phone Payroll Deduction

This option also recognizes the restrictions of personal calls and the need for personal use of mobile phones. An employee may elect to have a payroll deduction to pay for a portion of a mobile phone plan for personal calls on a university phone. An employee may elect to pay for ½ of the university mobile phone plan, and is then allowed to make personal calls on the university phone. There must be a valid reason for the employee to use a university mobile phone for university business. Personal calls causing the phone to go over the plan's usage may require the employee to switch to a mobile phone allowance (section 5.3).

6.0 Procedures

6.1 University Provided Mobile Phone through Purchasing Card

1. Choose an appropriate plan based upon recommendations at www.nau.edu/cellular.
2. Obtain permission from appropriate department head.
3. Obtain mobile phone and service from approved vendor.
 - Only use state-contract approved vendors and plans.
 - Do not sign a multi-year contract.
4. Obtain phone and service using NAU
5. sent directly to department or business manager.
6. Pay for service using NAU Purchasing Card.
7. File mobile invoice along with monthly Purchasing Card documentation.

6.2 Payroll Mobile Phone Allowance

1. Choose an appropriate plan based upon recommendations at www.nau.edu/cellular.
2. Obtain permission from appropriate department head.
3. Departmental HR liaison submits a PAR form with the allowance amount specified as approved by supervisor.
4. Employee updates PeopleSoft HR system with his/her mobile phone number.

Changes to this policy will be authorized by approval of the president upon recommendation of the President's Cabinet. Questions or comments about this policy should be directed to the NAU's Chief Information Technology Officer, 928-523-9998.