

WIRELESS COMMUNICATION POLICY & ALLOWANCE

Purpose:

To provide a policy governing the use of wireless phones by Portland State University employees and to provide reimbursement guidelines, criteria and conditions for business use of personally owned wireless communication devices.

As a general rule, Portland State University shall not own or otherwise provide wireless communication devices or services to its employees. The exceptions to this rule are cell phones owned for short-term events, emergency or disaster recovery purposes; or cell phones required to conduct research projects.

Effective Date:

December 1, 2006 with full implementation by January 1, 2007.

Maximum Allowance:

Cell phone service \$40.00 maximum; additional for secure PSU compatible smart phones (like the Treo series) \$25.00 maximum;
Maximum Total \$65.00

Oversight Responsibility:

Departments shall be responsible for oversight of employee wireless usage and shall monitor and review such usage periodically to ensure that use is appropriate and that prudent fiscal management guidelines are followed. This periodic review shall include an assessment of each authorized employee's continued need to use wireless devices for business purposes.

Allowance Plan: Business Use of Personal Wireless Devices:

Employees may need to use wireless devices to conduct legitimate PSU business and such use is a predictable necessity. In these cases, the University will provide a wireless service allowance for employees who are required to use their personal wireless devices for work purposes, subject to the following conditions:

1. The Department must first authorize the employee to use his/her personal wireless device for PSU business. An authorization form shall be signed by the employee's supervisor and Dean/Director with a copy retained by both the employee and the department. The authorization form will identify the employee and the employee's personal wireless device, including phone number, if applicable, and will be submitted to the Office of Business Affairs-Departmental Accounting. The form is available online at the following internet addresses:

http://www.pdx.edu/sites/www.pdx.edu.bao/files/media_assets/BAO_Wireless_Form.pdf

OR

http://www.pdx.edu/hr/policies_contracts_forms

2. The employee is responsible for turning in the first page of his/her wireless service bill to verify that the employee still has the service to his/her supervisor and the Office of Business Affairs-Departmental Accounting annually. Documentation is to be received in Departmental Accounting Services by January 15 each year to continue the employee allowance. The

allowance will begin the month following the date of the Dean/Director's signature. A request for exception for reimbursement of prior months must have a written justification signed by the Dean/Director attached to the form.

3. The monthly wireless allowance shall not exceed the employee's monthly wireless plan charges. The University will pay an allowance equal to the lesser of the employees' monthly plan or \$40 per month for cellular phone service. The smart phone allowance is for phones that allow secure access to PSU's campus e-mail environment (like the Treo series devices). This additional allowance is equal to the lesser of one half of the employee's monthly plan charge or \$25. Employees may request reimbursement for both services; however the maximum monthly reimbursement shall not exceed \$65. The wireless allowance is a taxable item and will be added to the employees' monthly paycheck. The Office of Business Affairs-Departmental Accounting is responsible for notifying HR/Payroll of all allowance amounts and changes in allowance amounts or eligibility.

4. We realize that there are certain positions on campus that require a usage plan that would far exceed any low cost plan available. These special requirements should be discussed with your supervisor and may be processed on a case-by-case basis through the Office of Business Affairs-Departmental Accounting upon approval of the appropriate Dean/Director and the Associate Vice President for Finance.

5. The department and/or employee are responsible for notifying the Office of Business Affairs-Departmental Accounting if the employee no longer is required to use a wireless device for job related tasks.

6. Departments are responsible for notifying the Business Affairs Office-Departmental Accounting if the employee terminates their employment with the University or if the Department revokes any wireless authorizations.

Personal Use of University Provided Wireless Device:

While the University generally will not provide wireless phones to employees, there are some exceptions to this rule. The University, through its OIT-Networking & Telecommunications Services unit (OIT-NTS), will own and retain a certain number of cell phones for emergency or disaster recovery purposes. Additionally, cell phones that are required to conduct research projects and that are charge to contract/grant budgets may be obtained through OIT-NTS or directly through cell phone service providers.

In these instances where the University is providing cellular telephones for use by PSU employees, employee use of University owned cell phones is limited to official PSU business only. There shall be no personal use of University cell phones except in response to family emergencies or unforeseen work schedule changes, and even under these circumstances, only when it is impossible or unreasonable to use a University landline telephone, public pay phone, or personal phone. In the rare circumstance in which an employee must use a University owned cell phone to place or receive a personal call, the employee must reimburse the University for that call. The reimbursement rate shall be \$0.20 per minute for such personal calls and shall occur within thirty (30) days after the Department receives its cellular phone bill.