

SIMMONS UNIVERSITY
MOBILE DEVICE AND SUBSIDY POLICY
APPROVED AUGUST 2013
UPDATED JUNE 17, 2019

Today, most individuals carry a mobile phone for personal use. Occasionally, Simmons employees may use their personal mobile phone in the course of their work at Simmons. Sometimes, however, a Simmons employee's job responsibilities require him or her to carry, to use, and to have regular access to a mobile device to fulfill his/her job responsibilities at a particular level. A mobile device is a communication device such as a smart phone, tablet, jetpack or watch, whether it carries a monthly cellular charge or not. The first part of this policy explains how a Simmons manager determines if a Simmons employee may qualify for a Simmons-purchased device, the terms/ conditions of that approval, and ongoing responsibility for the device.

If an employee is ineligible for a Simmons-purchased device, a manager may instead determine the employee qualifies for a subsidy to offset monthly costs incurred when using a personal mobile device for work functions. Section IX of this policy outlines the terms, conditions, and employee responsibilities for the approval of mobile device subsidies.

I. Eligibility for a Simmons-purchased Mobile Device (such as a cell phone or tablet)

Mobile phones are authorized for a limited number of Simmons College employees based on the responsibilities associated with their positions. With a senior manager's approval, (see more in Section II, below), a manager may approve a direct report's request for a Simmons-purchased mobile device if the budget allows and if they meet the following eligibility requirements:

- A. The position requires the employee to be away from their office (on- or off-campus) for a significant proportion of their time and needs to be in constant contact with the College.
- B. The position requires the employee to have 24/7 access to communication: day to day job responsibilities include routine response to urgent (immediate action required) College business at any time of the day or night – e.g. addressing safety issues, maintaining campus grounds.
- C. The position requires routine field work and the employee needs to communicate in real time with office to give or receive direction – e.g., IT field techs, social media managers.

A mobile phone may be issued only to employees whose responsibilities require the functionality of such a device for a significant proportion of their

time. This does not include incidental or voluntary use, such as checking email from home, or for the convenience of the employee.

II. Obtaining Approval for a Simmons-purchased Mobile Device

Two levels of approval are needed to obtain a Simmons-purchased device. Only a direct manager and a senior manager are authorized to approve a request for a Simmons-purchased mobile device. For purposes of this policy, a senior manager is defined as: the President, the Provost, the Senior Vice President, a Vice President, the Dean for Student Life, a Dean of a School, the Assistant Vice President Administration, and the Chief Information Officer.

If you are requesting a second device for yourself, the CIO will work with your supervisor to determine if the need is appropriate.

III. Obtaining a Simmons-purchased Mobile Device

1. Download and complete the **Simmons Mobile Device Request Form**. This form can be found on page 6 of this policy.
2. Obtain the required approvals from your direct manager and a senior manager and submit the approved form to Technology via the [Technology Procurement Request form](#).
3. Technology will be in touch with you to confirm the specifics of your order.

IV. Monthly Costs and Replacement Costs

Based on Technology's equipment recommendation, Technology will purchase the approved mobile device and charge the appropriate unit's budget. Managers must consider budget constraints before approving mobile device requests. All monthly costs incurred in supporting a Mobile Device will also be charged to the appropriate unit's budget.

Employees should exercise discretion, limiting personal calls and data usage on Simmons-purchased mobile devices. Employees will not be billed for personal use unless abuse is shown. International calls not related to Simmons business are not covered by Simmons and employees are responsible for reimbursing Simmons for the cost of any personal international calls. Reimbursement payment for such calls may be made at the Cashier's window.

Please note, Simmons may periodically conduct audits of mobile device personal usage. Usage information is available to the College at any time. Employees seeking detailed information on actual mobile device usage

should contact the Technology Office. Employees seeking detailed information on monthly charges against budget should contact the Accounting Office.

Employees approved for a Simmons-purchased mobile device are expected to use the device responsibly. If a Simmons device is stolen, lost, or damaged more than once per year, the employee (not the employee's department) will bear replacement costs.

V. International Coverage for Data Plan

If an employee is travelling outside of the country for work or personal, they must complete the **International Coverage Request** form (page 7), gain approval by their Department Head, and alert the Technology office. The employee is expected to not abuse the upgraded plan, but to only use as necessary.

VI. Security and your Simmons-purchased Mobile Device

If an employee is approved for a Simmons-purchased mobile device, the Technology Department will ensure the device is properly configured to protect Simmons information. At a minimum, this requires:

- A. The mobile device has Simmons standard security features including, but not limited to, auto-lock and password protection. Employees are not permitted to change these settings.
- B. Employees should disable Wi-Fi when not in use.
- C. Employees must take appropriate physical security measures to prevent loss or theft of the device and to enable recovery. Managers are responsible for educating their employees regarding the employee's responsibility for promptly (within 24 hours) notifying the Technology Help Desk (x2222) and the Technology Office (x2462) if a Simmons-purchased mobile device is lost or stolen.
- D. Employees should not permit others to use their Simmons-purchased mobile device and its data resources.

VII. Change in Duties, Transfer to another Unit, or Conclusion of Employment

- A. Eligibility for a Simmons-purchased mobile device is based on job responsibilities. When job duties change, the manager must re-visit the question of continued eligibility for a Simmons-purchased mobile device

(see Section I). If an employee is no longer eligible, but wants to keep the phone number, the employee's manager must approve the request and complete a release form obtained from Technology to move the phone number from a Simmons account to the employee's personal carrier. Technology must be notified and the device should be returned to Technology so that data is properly wiped off.

- B. Employees who transfer from one Simmons unit to another shall notify their new managers that they have a Simmons-purchased mobile device. The new manager shall be responsible for determining whether an employee continues to be eligible for a Simmons-purchased mobile device (see Section I). The employee is responsible for notifying Technology of the departmental move.
- C. **Employees are responsible for returning the mobile device to the Technology Department on or before their last day of work.** Simmons policy does not permit the retaining of a Simmons-purchased mobile device. However, employees may retain the mobile device phone number with approval from their manager.
- D. Managers of an employee with a Simmons-purchased mobile device are responsible for ensuring the device is returned when the employee's employment concludes.
- E. Employees will not "gift" their mobile device to another Simmons staff member if they decide to upgrade or purchase a new mobile device. When a device is no longer needed by an individual, it must be returned to the Technology department.
- F. Upon departure of an employee with a Simmons-purchased mobile device, Simmons managers are responsible for:
 - 1. Discussing with Technology appropriate plans for future deployment of the mobile device of the departing or transferring employee;
 - 2. Communicating those plans back to the departing employee; and
 - 3. Following up with the employee to ensure the device is returned to Simmons.

VIII. Upgrades

If an employee has had a Simmons-purchased mobile device for 24 months or more, the employee may be eligible for an upgrade from the vendor under the terms of the Simmons contract. For questions regarding upgrade eligibility, please contact

Technology. Upgrades must be approved by the senior manager of the employee's unit because upgrade costs will be charged to the unit's budget. Only in rare circumstances, such as when a new critically valuable technology enhancement becomes available, will an upgrade be approved when the device has been in use for less than 12 months.

IX. Subsidy on a Personally Owned Device – Exception Basis

In the past, select employees received monthly payments from Simmons ("subsidies") reimbursing them for some costs incurred when using a personal mobile device on behalf of Simmons. Subsidies were more common and appropriate when mobile device service providers imposed steep roaming charges and did not offer standard calling plans with unlimited usage.

In some instances, the senior manager can still approve reimbursement to employees using personal devices for costs incurred on calls, data use, and roaming charges while performing job duties. It is expected, however, that because of enhanced phone service plans, few employees will be entitled to such subsidies. Employees currently receiving subsidies will need to re-establish, with their manager, eligibility for such subsidies at least every six (6) months.

The amount of the subsidy is \$20/month: This allowance is for the employee who has high usage of the mobile device (voice and/or data) for business purposes. Employees with responsibilities requiring excessive use of a personal device should consult with their supervisor about switching to a Simmons-purchased device.

To receive a subsidy, the employee must submit an [expense report](#) each month and charge the \$20 subsidy directly to their department's mobile device budget.

**Simmons College
Mobile Device Request Form**

Eligibility Requirements: A manager may approve a direct report's request for a Simmons-purchased mobile device if the budget allows and if they meet the following eligibility requirements:

- A. The position requires the employee to be away from their office (on- or off-campus) for a significant proportion of their time and needs to be in constant contact with the College.
- B. The position requires the employee to have 24/7 access to communication: day to day job responsibilities include routine response to urgent (immediate action required) College business at any time of the day or night – e.g. addressing safety issues, maintaining campus grounds.
- C. The position requires routine field work and the employee needs to communicate in real time with office to give or receive direction – e.g., IT field techs, social media managers.

EMPLOYEE NAME & TITLE _____

EMPLOYEE ID # _____ **EMPLOYEE DESK PHONE #** _____

DEPARTMENT _____

DEPARTMENT HEAD _____

BUDGET ACCOUNT # _____

IPHONE OR OTHER DEVICE? _____

Circle One: New Phone # or Upgrade to existing device (specify phone #) _____

Is this a 2nd Simmons-purchased device for you? Yes _____ No _____

A device is any communication device, whether it carries a monthly charge or not. Please circle the type here: Smartphone Tablet Jetpack Watch

I certify that I have read, understood, and shall comply with Simmons Mobile Device Policy. I further certify that I understand this equipment is the property of Simmons College and if my employment changes, I am responsible to return the device to Simmons. It is my responsibility to understand and adhere to Simmons policies when using a mobile device in the course of my duties for Simmons.

Employee Signature Date

I certify the equipment request is needed by the employee for business related purpose. I acknowledge the amount of the equipment purchase and the monthly service cost will be taken from the operating budget account listed above and that I have the authority to approve such a budget request. I further agree to review the need for this expense at least annually.

Manager/Director Date

Approved By:

VP/Dean/Provost/President/Chief Information Officer Date

After obtaining all signatures, submit this form to Technology.

**Simmons College
International Coverage Request Form**

Eligibility Requirements: A manager may approve a direct report's request to add international coverage to their data plan if the budget allows and if the employee's position requires them to be available for work purposes while travelling abroad.

EMPLOYEE NAME & TITLE _____

EMPLOYEE ID # _____ **EMPLOYEE DESK PHONE #** _____

DEPARTMENT _____

DEPARTMENT HEAD _____

BUDGET ACCOUNT # _____

TRAVEL DATES: FROM _____ **TO** _____

COUNTRIES VISITING: _____

I certify that I have read, understood, and shall comply with Simmons Mobile Device Policy. I further certify that I understand the data plan requested is required to conduct Simmons College business. If my employment changes, I am responsible to contact Technology to remove the increased data plan from my Simmons device. It is my responsibility to understand and adhere to Simmons policies when using a mobile device in the course of my duties for Simmons.

Employee Signature Date

I certify the request to increase or change the data plan on the Simmons device is needed by the employee for business related purpose. I acknowledge the amount of the monthly service cost will be taken from the operating budget account listed above and that I have the authority to approve such a budget request. I further agree to review the need for this expense at least annually.

Manager/Director Date

Approved By:

VP/Dean/Provost/President/Chief Information Officer Date

After obtaining all signatures, submit this form to Technology.