

SIMMONS UNIVERSITY

MOBILE DEVICE AND SUBSIDY POLICY

1) Overview

Today, most individuals carry a mobile phone for personal use. Occasionally, Simmons employees may use their personal mobile phones in the course of their work at Simmons. Sometimes, however, a Simmons employee's job responsibilities require them to carry, use, and 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 smartphone, tablet/iPad, or jetpack, whether it carries a monthly cellular charge or not.

2) Purpose

The purpose of this policy is to establish a framework for consistent decision-making regarding the provision of essential, business-related mobile devices for Simmons University faculty and staff.

3) Policy

I. Eligibility for a Simmons-purchased Mobile Device

Mobile devices are authorized for a limited number of Simmons University 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 University.

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) University business at any time of the day or night – e.g. addressing safety issues, maintaining campus grounds.

C. The position requires routine fieldwork and the employee needs to communicate in real-time with the office to give or receive direction – e.g., IT field techs, social media managers.

A mobile device 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.

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 Purchase 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 as some devices may have an upfront purchasing cost. Monthly service costs that are incurred in supporting a mobile device will be charged to Technology.

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 University at any time. Employees seeking detailed information on actual mobile device usage should contact the Technology 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 traveling outside of the country for work or personal, they must notify the Technology Department so that Technology can reach out to Verizon and ask that international coverage be turned on, otherwise the international expenses will be charged to the employee's department.

VI. Security and your Simmons-purchased Mobile Device

If an employee is approved for a Simmons-purchased mobile device, the Technology Department will help set up the device properly so it is 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) 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 notify Technology so that a Verizon release form can be submitted. Once the release is complete, 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).

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 Personal 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 get written approval from their senior manager, attach the approval to an expense report, and submit the expense report each month. The employee will charge the \$20 subsidy directly to their department's mobile device budget.

**Simmons University
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 University.
- 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) University business at any time of the day or night – e.g. addressing safety issues, maintaining campus grounds.
- C. The position requires routine fieldwork and the employee needs to communicate in real-time with the 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 an 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/iPad Jetpack

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 University and if my employment changes, I am responsible for returning the device to Simmons. It is my responsibility to understand and adhere to Simmons's 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 purchased 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: _____ **Date:** _____
(VP/Dean/Provost/President/Chief Information Officer)

After obtaining all signatures, submit this form to Technology.