



MOTT COMMUNITY COLLEGE

Procedure for Cellular Telephones

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**Cellular Telephones
Procedures Manual
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Overview

Mott Community College recognizes that a cellular telephone may aid an employee in his or her job responsibilities as well as benefit the employee's department by increasing the level of service provided and increasing the level of safety. Additionally, a cellular telephone may be necessary to satisfy legal requirements.

This procedure applies when it is determined by the employee's Executive Cabinet representative that an employee needs to conduct work-related business using a cellular telephone in order to fulfill job responsibilities. The procedure is based on the IRS 85/15 Rule.

IRS 85/15 Rule

While college-provided cellular phones are to be used primarily for MCC-business purposes and for the convenience of MCC as an employer, it is recognized that occasional personal use will occur and thus a minimal (de minimis) benefit provided to employees.

It is the intent of the College to sufficiently control this personal use so that at least 85% of college-owned cellular phone use is for MCC business purposes, and any personal benefit to employees remains de minimis and excluded from employees' wages as a taxable benefit.

This means that, on average, no more than 15% of the total actual cell phone minutes by an employee are to be for personal use, even with the intent to reimburse the college. If, on average, personal use exceeds 15% of total use, the cell phone can no longer be considered as primarily for business use and its issuance to an employee may be revoked.

Applicable Board Policy

5810 – Use of Equipment and Vehicles

Several items related to the use of equipment.

6300 – Field Trips

Support service requests shall be requested well in advance.

5103 – Reimbursement of Employee Expenses

Refers to established procedures.

4990 – Technology

Users agree not to use systems to conduct business activity or solicitation, which is prohibited by law.

Criteria

- There must be demonstrable, documented need for an employee to have a college cellular telephone to conduct college business.
- Use of other telephones (including pay phones) or pagers is impractical and/or cost prohibitive.
- An employee's supervisor (and Executive Cabinet representative) has determined it to be required for the employee's job performance and at least one of the following criteria are met:
 - The job requires the employee to be mobile and consistently requires timely and business critical communications.
 - The employee handles hazardous materials and immediate communications is required.
 - The employee is responsible for safety issues and immediate communication sis required.
 - The employee is responsible for ITS mission critical services where immediate communications is required.

Request & Approval

The requester provides a completed Cellular Telephone Request form to their supervisor. The supervisor reviews the request and, if it meets the above criteria, signs the form and sends it to the appropriate Executive Cabinet member. The appropriate Executive Cabinet member reviews the form and, if approved, signs and sends it to the Chief Technology Officer (ITS) for processing.

The Chief Technology Officer will review the request form for completeness and for justifiable business and job need. If the request has been denied, a written explanation is sent to the Cost Center Manager. If the request has been approved, this is communicated to the Cost Center Manager. The Chief Technology Officer, ITS will inform management of cellular telephone changes as they occur.

If the cellular telephone request is denied, a paging device may be an appropriate alternative. See the procedure for paging devices.

Request for Re-determination

A cost center manager may request a re-determination of a denied request. The cost center manager directs a written request their Executive Cabinet member and the Chief Technology Officer, ITS. The CTO will meet with the cost center manager, the EC member and others as appropriate to gather additional data. After reviewing the new information, the CTO will consult with the appropriate executive cabinet member to reach a decision.

Responsibilities

User:

1. Comply with this procedure.
2. Employees are responsible for the safekeeping, care, and custody of the cellular telephone assigned to them.
3. Be responsible for timely processing of any reimbursements for personal use.
4. Prevent unnecessary costs to the College.
5. When entering a classroom where activity is in progress, place the cellular telephone on a inaudible alert.
6. Cellular telephones purchased with College funds are the property of the College.
7. Cellular numbers should not be disclosed to members of the public, as the telephones are the property of the College.
8. Cellular telephones are to be used only by the individual to whom it was issued.
9. Incoming calls are discouraged unless the calls are part of the employee's business operations, and the supervisor specifically directs the employee to encourage incoming calls for such purposes.
10. All cellular telephone use on the College campus is limited to official business with the following exceptions:
 - Personal emergency calls.
 - Emergency calls required for the safety/well-being of the employee or others.
 - Incidental calls to home while away on college business.
11. Cellular telephones that are no longer required will be immediately returned to the Chief Technology Officer, ITS.
12. Cellular service will be terminated at time of an employee's separation from the College or in the event of inappropriate use.
13. Cellular telephones purchased by the College where funding is paid for from outside dollars, grants, etc. are the property of the college.

ITS:

1. Grant or contract funds may not be used to cover the purchase of or installation of cellular telephone equipment, usage, plan changes, phone changes, etc. unless specifically authorized in the grant award and approved, in advance, by the grant administrator in conjunction with the Chief Technology Officer, ITS.
2. Only one cellular telephone access number may be assigned to any individual user.

3. Cellular telephones that are rotated among on-call personnel must be assigned to a specific department and individual user.

Carrier and Plan Selection

When a request is approved, ITS will select a carrier and plan based upon the documented requirements. The cost center manager will be consulted on the selected plan for appropriateness.

Chargebacks to the User for Plan Overages

The College will not make payments directly to the cellular service suppliers for any monthly use charges associated with cellular telephone equipment that was not purchased with College funds.

The College will reimburse individuals for College business-related telephone calls placed on personally owned telephones according to the reimbursement procedures as approved by their cost center manager.

Each month, the CTO reviews the cellular billing for irregularities. Each user who has a College cellular telephone may receive a copy of their monthly bill and charges for review. The cellular user who exceeds their plan by way of personal calls will need to reimburse the college for this amount. If the overage is business related, a review the cellular user's plan will be initiated and adjusted.

Bill Review & Payment Approval

The Chief Technology Officer, ITS will review all cellular telephone monthly invoices to ensure correct plan charges and plan compliance. The CTO will then work with Accounts Payable on payment processing.

Grant or contract funds may not be used as the funding source for ongoing monthly charges, unless specifically authorized and approved by the sponsor in the award document.

Cellular Telephone returns, upgrades, exchanges, plan adjustments

If the cellular telephone user needs to be placed into another plan to reduce charges or make the plan more effective, ITS will work with the user and carrier on the adjustment.

From time to time, cellular telephones may be upgraded to newer models or exchanged to take advantage of different technology. These changes will be coordinated with the user. If any cell plans are adjusted, ITS will inform the users who are impacted. ITS will coordinate adjustments with the carrier.

Annual Review

Amounts charged to College funds for cellular telephone equipment, installation, and monthly use charges will be reviewed by ITS to ensure compliance with established policies and procedures and to determine necessary plan adjustment to reflect average business use.

The review will be conducted by the CTO with the Finance & Accounting Office to ensure compliance with established policies and procedures and to assist in determining the projected budget.

Repair of Cellular Telephones

If a user's cellular telephone requires repair, the user will be responsible to bring the unit to ITS. ITS will send the unit out for repair and will work with the repair facility to return the phone as soon as it has been repaired. ITS will maintain one unit that may be available for use.

Lost or Stolen Cellular Telephones

If a user's cellular telephone is lost or stolen, the user will notify ITS as soon as possible. ITS will work with the service provider to restrict the use of the cellular telephone and to re-issue a new cellular telephone to the user.

Budget Implications

From time to time, there may be changes to the college budget related to cellular telephones. If there are valid and approved requests for cellular telephone service and there is no available budget, the following will occur:

- 1) The Chief Technology Officer, ITS will communicate the situation to the CFO and VP of Academic Affairs of unavailable funding for requests.
- 2) The CFO will be the resource for financial information.
- 3) The VP of Academic Affairs will take the issue of unavailable cellular telephone funding to the Executive Cabinet.
- 4) The Executive Cabinet will address the budget for cellular telephone service.
- 5) The VP of Academic Affairs will inform the CTO and CFO of the Cabinet's decision.
- 6) If approved, the CFO will increase the budget and inform the CTO.
- 7) If the budget is not increased, the CTO will inform the requester and supervisor and hold the request until funding is available and will then re-process.
- 8) In all cases, the CTO will communicate with the requestor.

Checkout of the Back-up Cellular Telephone

ITS will maintain one back-up cellular telephone. This back-up unit may be used for emergencies, to temporarily replace cell phones that are being repaired, and for checkouts.

The process to request temporary use of the back-up unit is:

- Make the request at least three business days in advance.
- Approved users must abide by this procedure.
- The request must state the reason, starting and ending dates, and times. (see Appendix B)
- The back-up unit must be returned by the agreed upon date and time.
- The request will be made through the supervisor who will forward it to the CTO.
- The CTO will process the request and communicate with the requestor.
- See the "Cellular Telephone Check-out" request form (Appendix A).

Appendix B

Mott Community College
CHECKOUT
Cellular Telephone Request Form

Date of Request: _____ For Employee: _____

Justification: (attach additional pages if necessary)

Pick-up:

Requested to pick up the cellular telephone and all accessories from ITS

on date ___/___/___ at time: _____

Drop-Off:

All equipment will be delivered to ITS

on date ___/___/___ at time: _____

Signature Area:

Signature of Supervisor

Date

Executive Cabinet Member

Date

Chief Technology Officer, ITS

Date

Approved _____ Denied _____