



Administrative Procedure

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Subject: CELLULAR-CAPABLE MOBILE DEVICES

1.0. PURPOSE:

- 1.1. To establish the policy and procedures governing the issuance and use of University-owned cellular-capable mobile devices; such devices include, but are not limited to: smartphones, cellular phones and cellular-capable tablet computers/iPads for official University business purposes by authorized University employees. For the purposes of this document, mobile devices refers solely to smartphones, cellular phones and cellular-capable tablet computers/iPads that require a cellular/wireless data plan carrier service.
- 1.2. To establish the policy and procedures governing the use of employee-owned mobile devices for official University business purposes by authorized University employees.
- 1.3. To establish the policy and procedures governing payment or reimbursement for University-owned or employee-owned mobile device(s) and associated cellular/wireless carrier service plan rates and fees.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University, regardless of funding source(s), including Auxiliary organizations.

3.0. REFERENCES:

- 3.1. [Internal Revenue Services \(IRS\), Publication 15-B, Employee's Tax Guide to 509APwebFringe Benefits.](#)
- 3.2. [Government Code, Section 8314.](#)
- 3.3. [California Vehicle Code Sections 23123 and 23123.5 related to Wireless Telephone Prohibited Use.](#)
- 3.4. [Integrated California State University \(CSU\) Administrative Manual \(ICSUAM\), Section 8045.0, Subject: Information Technology Security.](#)

Approved: _____

Date: _____

- 3.5. Cal State L.A. Administrative Procedure 431 – Use of University and Privately Owned Vehicles.
- 3.6. [Cal State L.A. Administrative Procedure 507 - Property Control.](#)
- 3.7. [Cal State L.A. Administrative Procedure 508 – Use of Personal Property on Campus.](#)

4.0. POLICY:

University employees demonstrating an ongoing need to use a cellular-capable mobile device(s) to perform their assigned duties may request authorization from their division vice president or designee. If the use of such a mobile device for official University business purposes is approved, the employee may be assigned to one of the following options:

- Option 1: Issuance of a University-owned cellular-capable mobile device with University-provided voice, text and/or data services.
- Option 2: Reimbursement for employee-owned cellular-capable mobile devices and related employee-paid voice, text and/or data service plan rates and fees at University pre-established rates.

University-owned cellular-capable mobile devices may not be issued to student workers, contractors or volunteers, nor will reimbursements for personally-owned devices be approved without the requestor first being able to demonstrate a compelling need for use of this technology. These requests will be considered on a case-by-case basis.

Employees are expected to comply with the letter and intent of laws that prohibit the use of wireless telephones while operating a motor vehicle, especially when the University provides the wireless phone or other wireless communication device, or reimburses the employee for business-related personal mobile device charges. Employees should further understand that any citations, fines and penalties for violating vehicle laws are the employee's full responsibility.

5.0. DEFINITIONS:

- 5.1. Cellular-Capable Mobile Device – For the purpose of this document, includes smartphones, cellular phones, cellular-capable tablet computers/iPads and any emerging technology capable of voice, text and/or data that requires a cellular/wireless data plan carrier service.
- 5.2. University Employee - Authorized faculty, staff and administrators.

6.0. RESPONSIBILITIES:

- 6.1. A University Employee whose assigned duties demonstrate an ongoing need to use a mobile device(s) for official University business purposes will:
 - 6.1.1. Discuss the need to use a mobile device to perform their assigned duties with their department supervisor.

- 6.1.2. If authorized to use a cellular-capable mobile device for official University business purposes, review [ITS-1020-G User Guidelines for Mobile Computing](#) (Appendix 8.1.). Failure to adhere to these guidelines at any time may result in discontinuance of issuance of University-owned mobile device(s) or reimbursement for the use of employee-owned device(s) for University purposes.
 - 6.1.3. Complete the respective forms for the option assigned.
 - 6.1.4. Submit completed forms to department supervisor for signature.
 - 6.1.5. For University-owned equipment, return original device to the department supervisor if separating from the University, job responsibilities no longer require the need for the device, or if equipment is being replaced or upgraded.
 - 6.1.6. Request equipment replacement from the department supervisor if an upgraded or different mobile device is preferred, and include appropriate supporting documentation as directed by the department supervisor.
 - 6.1.7. Reimburse the University for incidental and minimal personal usage in excess of that which is provided by Government Code 8314 on all University-owned cellular-capable mobile devices.
 - 6.1.8. Use the cellular-capable mobile device in the following safe and responsible manner while driving:
 - Use hands-free devices.
 - When safe, drive to the side of the road to use your device.
 - If your device rings, let the call go to voicemail.
 - Don't use the device during hazardous conditions.
 - Don't engage in distracting conversations.
 - Pay attention to the road.
 - Use the device to call for help in an emergency.
- 6.2. Department Administrators/Supervisors or designees will:
- 6.2.1. Review assigned duties of employees who may demonstrate a need to use a mobile device to perform those duties.
 - 6.2.2. If authorizing employee use of a cellular-capable mobile device(s) for official university business purposes, in consultation with the division Information Technology Consultant, determine the desired mobile device(s) and options needed by the employee and assign the employee to one of the two options offered by the University:
 - Option 1: University-owned cellular-capable mobile devices with University-provided voice, text and/or data services.
 - Option 2: Reimbursement for employee-owned cellular-capable mobile devices and related employee-paid voice, text and/or data service plan rates and fees at University pre-established rates.

- 6.2.3. Review and approve respective forms for employee assigned option, sign and submit forms to the division vice president for consideration.
 - 6.2.4. Consult with the appropriate authorizing authority in the division before preparing any procurement documents to ensure the purchase requisition is complete and accurate.
 - 6.2.5. Complete Electronic and Information Technology (E&IT) Procurement Request (Appendix 8.2.) and prepare requisition package for the appropriate unit level approvals. See ITS Procurement Approval Request Instructions form 4801-I for detailed instructions to complete the request. If approved by ITS, the requisition package will be submitted directly to Procurement & Contracts.
 - 6.2.6. Review and approve monthly bill for University-owned mobile devices and ensure that devices are being used appropriately.
 - 6.2.7. Review and approve employee requests for equipment replacement reimbursement within 60-days of request; include appropriate supporting documentation, as directed by the department supervisor.
 - 6.2.8. Annually review and confirm the University-owned service plans and employee reimbursements, based on the annual reports provided by Procurement & Contracts and Business Financial Services (BFS), to determine if adjustments are necessary and to ensure continuation of services.
 - 6.2.9. For University-owned equipment, ensure that the employee returns the device to the department if the employee is terminated or separating from the University, job responsibilities no longer require the need for the device, or if the equipment is being replaced or upgraded. Departments must return the original device along with the Property Survey form (Appendix 8.7.) to Property Management once the device's data has been sanitized.
 - 6.2.10. Notify Procurement & Contracts to discontinue mobile device(s) cellular/wireless carrier service upon an employee's termination, separation or if the employee is no longer required to use a mobile device and/or service.
 - 6.2.11. Notify BFS - Accounts Payable to discontinue an employee's mobile device service reimbursement upon termination, separation or if the employee is no longer required to use a mobile device for university business.
- 6.3. Division Vice Presidents or designees will approve all requests by department supervisors to issue employees University-owned cellular-capable mobile device(s) or to reimburse employees using employee-owned devices for official university business purposes. Authorization for employee reimbursement of employee-owned device(s) service fees that exceed the University's pre-established rates will be considered on a case-by-case basis.

6.4. Procurement & Contracts will:

- 6.4.1. Establish mobile share plans for voice, text and/or data with cellular/wireless carrier service providers.
- 6.4.2. Ensure that the purchase of University-owned cellular-capable mobile devices conforms to the requirements of this procedure.
- 6.4.3. Update or remove employees assigned to Option 1 from the established University paid plan as requested by department supervisors.
- 6.4.4. Annually provide departments with a report of employees issued University-owned cellular-capable equipment with service plans in order for department supervisors to review and confirm continued eligibility and usage.

6.5. Business Financial Services (BFS) will:

- 6.5.1. Ensure that departmental payments or employee reimbursements are made in accordance with the procedure set forth in this procedure.
- 6.5.2. Update or remove employees assigned to Option 2 from the University employee reimbursement direct deposit program, as requested by department supervisors.
- 6.5.3. Annually provide departments with a report of employees enrolled in the University reimbursement program for employee-owned cellular-capable mobile device equipment and service plans in order for department supervisors to review and confirm continued eligibility and usage.

6.6. Property Management will:

- 6.6.1. Maintain the used University-owned cellular-capable mobile device inventory.
- 6.6.2. Ensure that data sanitization has been performed and dispose of or recycle the devices as appropriate.

7.0. PROCEDURES:

- 7.1. Criteria for determining employee eligibility for issuance or reimbursement of cellular-capable mobile device(s) and/or associated service plan rates associated with official university business purposes are as follows:
 - 7.1.1. A regular and ongoing component of the employee's job responsibilities requires contact with university staff, vendors, patrons, constituents and/or other key operational personnel while the employee is away from his/her primary work location.
 - 7.1.2. The employee has a lead role in the University's emergency response team and/or will be called upon to address time-sensitive, mission-critical issues that may arise.
 - 7.1.3. The employee is either on-call or expected to immediately respond to situations arising during non-business hours.
- 7.2. Upon proper approval by the department supervisor and division vice president or designee for an employee's use of a cellular-capable mobile device(s), an employee may be assigned to one of the following options:

7.2.1. Option 1: University-owned Cellular-capable Mobile Devices and University-provided Voice, Text and/or Data Services

The University purchases and owns a new mobile device and pays the monthly cellular/wireless carrier service fee. Employees will be placed on one of the established business mobile sharing plans.

- 7.2.1.1. Employees assigned to Option 1 shall be responsible for completing the following forms and forwarding them to their respective supervisor for approval:
- Cellular-Capable Mobile Device - Service Use Agreement (Appendix 8.3.)
 - Property Loan Agreement (Appendix 8.5.)
- 7.2.1.2. By signing the Cellular-Capable Mobile Device - Service Use Agreement for University-owned mobile device(s), the employee certifies that the device(s) will be used for university business purposes only.
- 7.2.1.3. Payment for services will be made by the University directly to the plan provider and the expenses will be charged to the department chartfield listed on the Cellular-Capable Mobile Device - Service Use Agreement.
- 7.2.1.4. Employees may request an upgrade when new features are needed, or when the current device is at or near its end-of-life. Purchase of or an upgrade to a new mobile device over the approved limit will require approval by the division vice president or designee; all other changes may be approved by the department supervisor.
- 7.2.1.5. The mobile device is the property of the University. The device must be returned to the department supervisor if the employee leaves the organization, job responsibilities no longer require the need for the device, or the employee upgrades to a new device.

7.2.2. Option 2: Reimbursement for Employee-owned Cellular-capable Mobile Devices and Employee-paid Voice, Text and/or Data Plan

The University will reimburse the employee for ongoing monthly service fees based on the University's pre-established rates listed below. The level of reimbursement amounts will be determined by the approving department supervisor based upon his/her judgment of the expected campus required usage. Under no circumstance will the reimbursement amount be greater or equal to the employee's monthly service plan.

- 7.2.2.1. The employee is free to select any device or vendor plan s/he chooses, is the owner of the device, and may use the device for both business and personal purposes. Payment of the employee's

monthly service fees and other charges are the responsibility of the employee and not the University.

University Rates

- Low use: \$30.00
- Medium use: \$50.00
- High use: \$70.00

- 7.2.2.2. Higher reimbursement amounts can be established for employees demonstrating a need for additional service fees based upon historical business-related usage. Requests for higher reimbursements must be supported by plan and cost documentation; such requests require approval by the division vice president or designee.
- 7.2.2.3. If the employee is assigned to this option, the employee is responsible for completing the following forms and forwarding them to their respective supervisor for approval.
- Cellular-Capable Mobile Device - Service Reimbursement Agreement (Appendix 8.4.)
 - Employee Reimbursement Direct Deposit Enrollment Authorization (Appendix 8.6.)
- 7.2.2.4. An automatic direct deposit will be made monthly to the employee's bank account and the expenses will be charged to the department chartfield listed on the Cellular-Capable Mobile Device - Service Reimbursement Agreement.
- 7.2.2.5. The University will fund a maximum of \$100 for the purchase or replacement of a mobile device every two (2) years, and any request for reimbursement beyond that amount must be approved by the division vice president. The employee may opt to pay the difference in cost if he/she chooses a higher-end device. The device cost will be charged to the department chartfield listed on the Cellular-Capable Mobile Device - Service Reimbursement Agreement.

- 7.3. Procurement & Contracts and Business Financial Services will annually provide participating departments with a report of employees issued University-owned equipment with service plans and employees receiving reimbursements in order for departments to review and confirm employee's continued eligibility and usage.

7.4. Tax Regulations:

Under the [Internal Revenue Service Publication 15-B, Employee's Tax Guide to Fringe Benefits, Employer-Provided Cell Phone](#), "the value of an employer-provided cellular telephone, provided primarily for non-compensatory business reasons, is excludable from an employee's income as a working condition fringe benefit."

8.0. APPENDICES:

- 8.1. [ITS-1020-G User Guidelines for Mobile Computing.](#)
- 8.2. [Electronic and Information Technology \(E&IT\) Procurement Request.](#)
- 8.3. [Cellular-Capable Mobile Device - Service Use Agreement.](#)
- 8.4. [Cellular-Capable Mobile Device - Service Reimbursement Agreement.](#)
- 8.5. [Property Loan Agreement.](#)
- 8.6. [Employee Reimbursement Direct Deposit Enrollment Authorization.](#)
- 8.7. [Property Survey form.](#)