



Campus-Owned Portable Wireless Device Policy

Effective Date: April 15, 2008

Revision Date: 07/16/2018

Purpose

This policy provides guidelines covering employee use and payments for College-owned portable wireless phones and mobile devices.

The College continues to experience growth in the use of portable wireless devices including iPads and smartphones with voice and data capabilities such as iPhones. In a very few cases, employees may be issued such a portable device and receive monthly support by the College for use of such devices when they are needed to carry out specific job responsibilities (e.g., those whose positions regularly require business travel). More commonly, individually-owned devices like iPhones can be connected to the campus email system to allow email, calendar items, and contact information to be downloaded automatically to these personal devices.

Policy

1. Who Qualifies for a College Issued Mobile Phone or Data Device?

With approval from the appropriate Vice President, some employees may be permitted to carry a College issued mobile phone or data device such as an iPhone or iPad. This decision is based on specific job expectations and requires funds to be approved from the department budget for this purpose. For example, individuals required to travel frequently (e.g., admission's counselors or development officers) or those required to remain connected to campus network devices and monitoring systems (e.g., some IT support personnel) may be approved for such a device.

2. Fees

Departments considering provision of portable wireless devices to employees need to be aware of one-time and monthly fees. Assistance in determining the cost of ownership for the phone to the department can be obtained by contacting the IT Helpdesk at help_desk@berea.edu or 859.985.3343.

3. Employee Responsibilities

a. Exiting Employees

Mobile phones and portable devices should be returned to the IT Department as part of the exit process when employment is terminated.

b. Personal Charges

Any voice or data plan provided by the College is designed to meet the work requirements for the position. However, if additional charges are incurred that are above and beyond the College supplied plan, it is the employee's responsibility to reimburse the charges each month or to demonstrate that the charges are work related.

4. Department Head Responsibilities

Each department head is responsible to monitor the adequacy of the chosen plan for intended work purposes and contact the IT Department to change to the most cost effective plan for a particular employee's work needs. The College maintains a contractual relationship with Verizon Wireless which is our primary service provider. Information about plan options, equipment, and prices can be obtained from the IT Department.

5. Wireless Voice & Data Services Contract

IT Administration will maintain a contract with our wireless service provider which will cover college purchases of wireless voice/data devices and services. Purchase of devices and services by college departments or by individuals will be handled through IT under this contract. The IT Department will also provide technical support for those devices purchased through the College.

6. Personal Purchases Under College Contract

The College's contract provides a discount opportunity for personal purchases of wireless voice and data service by college students, employees and retirees. Information about plan options, equipment and prices can be found at verizonwireless.com

Procedures

Complete the request form attached to this policy and forward to the appropriate supervisor and Vice President for authorization. Once authorization is obtained, present the form to the IT Helpdesk to initiate purchase of equipment and/or services.

Mobile phones and data devices are not automatically transferrable. When an individual vacates a position, the new hire must complete a new form and receive authorization before a device can be issued.