University Provided Cellular Voice/Data/Pager Services

For certain employees, access to university provided cellular voice/data/pager services is vital to performance of job duties. University provided cellular service is subject to the guidelines listed below:

1. Issuance of a cellular telephone instrument and account to be billed to the university must be approved by the employee’s immediate supervisor, with the exception of academic deans and administrative department heads. The Department’s Telecommunications contact will submit the order to ITT.

2. Request for university provided service and/or equipment must be submitted through each Department’s Telecommunications Contact either electronically or in writing. If done in writing, the order must bear the signature of the appropriate budget authorization signature. All orders must include the fund and function to which equipment/service is to be charged.

3. Telecommunications (ITT) will place all orders for cellular telephones and services with the contracted vendor and take delivery of equipment. ITT will contact employees ordering equipment when it arrives and provide necessary orientation and training. ITT will monitor plans and overall usage and suggest changes in service agreements to provide the most convenient and economical plan to the employee.

4. Telecommunications will also monitor changes in cellular telephone technologies and make recommendations for improvements in the University’s equipment on an as needed basis.

5. The university will provide one (1) cellular telephone unit per approved user.

6. Users who experience the loss or theft of a cellular unit not more than twelve months old will be expected to purchase a new unit from personal rather than university funds.

7. Each department is responsible for notifying ITT of staff changes and cancellation of service. All devices must be returned to ITT for proper handling. Departments should not hold a device for another employee or give the device to another employee. Until notification of cancellation to ITT, each department will be responsible for the billing of service for employees who have left the university.

8. University provided cellular service is intended to be used for business purposes only. Text messaging and cameras are not approved features and should not be used.

9. Deans, department heads, and department telecommunications contacts receive a monthly billing detail for all university billed cellular usage (including voice/data services and pagers). It is expected that these call details will be reviewed by the responsible departmental supervisory personnel and that reimbursement will be secured by the department for any non-business calls appearing on that detail.

10. Departmental supervisory personnel are expected to review the number of cellular devices assigned to their employees on a regular basis and to discontinue non-necessary service wherever feasible.

11. **Personal Purchases:** Employees may take advantage of the University’s contracted rates to establish personal accounts. Such personal accounts will be in the employee’s name, all charges will be the responsibility of the employee, and all invoices will be sent directly to the employee’s billing address.