



UMCES Policies

VIII-3.40-UMCES Mobile Phone Policy Approved by the President 11/27/2012

I. PURPOSE

This policy establishes the general criteria and guidelines when UMCES may issue mobile telephones (“cell/smart phones”) to authorized employees for university business use. Phones may be provided for use by employees whose job duties frequently take them away from their office and/or whose duties require being accessible outside standard business hours. This policy also provides the procedures for requesting a mobile phone and the billing procedures including shared UMCES business and personal use when appropriate.

II. DEFINITIONS

- A. “University business use” means mobile phone usage which is required and used only in the exercise of the employee’s official duties. “Personal use” means a call, email or text message that does not relate to the employee’s official duties.

III. POLICY

- A. UMCES will pay expenses for employee mobile phones issued by UMCES for business purposes. The Laboratory/Unit Director or the Vice President for Administration must approve requests for mobile phone assignments.
- B. Mobile phone equipment belongs to UMCES and is expected to be used for university business.
- C. Records related to calls, emails, and text messages made on UMCES owned (and thereby state owned) mobile phones are public information and may be obtainable under the Maryland Public Information Act or the Federal Freedom of Information Act.
- D. Use of a mobile phone without a form of hands-free ability (i.e.: Bluetooth, earphone/microphone attachment) while driving motor vehicles is illegal in the State of Maryland. Employees assigned UMCES mobile phones must not use a phone while driving unless they have the necessary hands-free equipment.

IV. PROCEDURE

- A. UMCES Mobile Phones
 - 1. All mobile phone assignments must be signed by the employee and their supervisor. The request should include justification for mobile phone use as related to work assignments. The request should be documented in memorandum form to the approving Laboratory/Unit Director or Vice President. Approved requests should be kept on file in the appropriate Laboratory/Unit or Center Administration.



2. UMCES will provide only the basic model mobile phone for new and replacement phones. Employees may be held liable for lost, stolen or damaged University-owned mobile communication equipment.
3. Monthly service plans shall be selected based upon the lowest cost plan that meets the individuals' and business needs of the Laboratory/Unit. Service Plans should be selected from the established *University Master Contracts* and should be evaluated and selected so as to best match the usage patterns associated with the employee responsibilities.
4. Unless the conditions in section B. below are applicable, it is expected that UMCES mobile phones will not be used for personal use as attested to on the authorization form.
5. International roaming charges will be reviewed at each Laboratory/Unit to determine if usage was of a personal nature or for UMCES business. Any personal overage charges incurred will be included in the routine invoice cycle. Unless agreed upon, and approved by the Laboratory/Unit Director or their delegate, prior to any trips abroad, UMCES phones will either be turned off or left in the U.S.
6. Information should be available to assist in minimizing international charges from your Lab/Department Cellular Representative (DCR) or directly from your service provider.

B. Personal Mobile Phones Use

1. Because it is reasonable to expect that assigned mobile phones will be used for personal use in addition to university business use -unless the mobile phone holder has a separate, personal mobile phone and can attest that the UMCES mobile phone will NOT be used for personal use - each employee with an assigned UMCES mobile phone will be invoiced for 50% of the total monthly bill. Invoices will be processed on a schedule to meet Laboratory/Unit requirements or at a minimum on a quarterly basis.
2. Any exceptions to the policy must be approved by the Vice President for Administration.

V. EFFECTIVE DATE

- A. This policy is effective January 1, 2013.