

FAYETTEVILLE STATE UNIVERSITY

MOBILE TELEPHONES

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
Category:	General University Policies
Applies to:	● Administrators ● Faculty ● Staff
History:	Approved – September 16, 2009 First Issued – September 17, 2009
Related Policies:	<i>Mobile Communication Device</i> [Office of State Budget and Management, Budget Manual, Policy No. 5.11]
Contact for Info:	Vice Chancellor for Information Technology and Telecommunications

I. PURPOSE

This policy establishes guidelines for procurement, possession, and appropriate use of Fayetteville State University (FSU) owned mobile telephones. It also includes the process for the approval of a mobile telephone.

II. ASSIGNMENT AND DISTRIBUTION OF MOBILE PHONES

FSU will issue mobile telephones (“mobile phones”) only those employees, who by the nature of their work, are required to be accessible by telephone regardless of the time of day, day of the week, or geographical location. The assignment and distribution of mobile phones shall be as follows:

A. Senior Management

Due to the nature of their responsibilities as FSU’s chief decision makers, University mobile phones shall be assigned to the Chancellor, the members of the Chancellor’s cabinet, and/or other employees approved by the Chancellor.

B. Other Employees

Prior to employees other than those mentioned above receiving a University-mobile phone, the Vice Chancellor of the employee’s division shall submit a memorandum stating his or her approval to the FSU Telephone Services Office.

The memorandum may include information pertaining to a specific mobile phone model, accessories and/or service plan. Information on the mobile phone models and service plans may be obtained from the FSU Telephone Services Office.

Each Vice-Chancellor authorizing a mobile phone for an employee shall be responsible for the following:

1. Ensuring that a copy of this policy is provided to every employee who has been assigned a University-issued mobile phone by the Vice Chancellor.
2. Maintaining a copy of the mobile phone agreement (Attachment A) signed by the employee and maintaining a copy of the mobile phone bills of employees for a period of three (3) years..
3. Reviewing and approving monthly mobile phone bills of their employees to ensure proper use of mobile phones and to ensure corrective action is taken regarding inappropriate use of a mobile phone.
4. Conducting an annual review to determine if there is a continuing need for each University owned mobile phone issued by the Vice Chancellor. *(OSBM)*
5. Annually reviewing the employees' mobile phone plans to assess whether the plans are the most cost-effective available. *(Note: Only the Vice Chancellor for Business and Finance or his/her designee shall be authorized to approve mobile phone and service-related contracts.)*
6. Ensuring return of the mobile phone when an employee's employment is terminated. If the mobile phone is not returned, the Vice-Chancellor shall notify the Division of Business and Finance so that appropriate charges may be assessed to the employee.

III. EMPLOYEES USE OF MOBILE PHONES

A. Adherence to Policies

Employee's assigned FSU mobile phones are responsible for compliance with this policy and for observing all applicable laws or regulations governing mobile phone use. Any abuse may result in revocation of mobile phone privileges and/or disciplinary action.

B. Personal Use

Mobile phones issued by FSU are considered University property and are to be used for state business purposes. The use of University- mobile phones to make or receive personal calls is highly discouraged, although it is understood that usage

for personal reasons may be necessary in **emergency** situations. It shall be the responsibility of the employee to pay for any overage, long distance, roaming or other charges realized by the employee for personal calls.

Employees should avoid calls requiring the services of an operator, while using a University mobile phone, unless an emergency occurs.

C. Damage to or Loss /Theft of Mobile Phones

Employees may be held liable for lost, stolen, or damaged University mobile phone equipment and accessories. Damage to or loss of a University mobile phone shall be reported immediately to the Vice Chancellor of the employee's unit.

D. Return of University Mobile Phone

Employees whose employment with FSU is ending shall return University mobile phone prior to their last day of employment. If the mobile phone is not returned, the appropriate charges may be assessed to the employee.

E. Confidential Information

Employees should recognize that mobile phone transmissions are not secure and should use discretion in relating confidential information using University mobile phones.

IV. FSU TELEPHONE SERVICES OFFICE

The FSU Telephone Services Office (TSO) shall be responsible for managing the University's mobile phone program. Its responsibilities shall include, but not be limited to the following:

- Placing all orders with contracted vendors for mobile phone service, and taking delivery of equipment.
- Contacting employees upon the arrival of mobile phone equipment and providing necessary orientation and training.
- Monitoring plans and overall usage and suggesting changes in service agreements to provide the most convenient and economical plan to the employee.
- Monitoring changes in cellular telephone technologies and making recommendations for improvements in the University's equipment on an as needed basis.
- Maintaining a mobile phone inventory and an accessory inventory log (including, but not limited to, chargers, spare batteries, headsets, carrying cases, and vehicle mounting hardware) for every employee who has been assigned a University-issued mobile phone by the Vice Chancellor.

FAYETTEVILLE STATE UNIVERSITY

MOBILE TELEPHONES

ATTACHMENT A

Acknowledgement of Receipt of a University-Owned Mobile Telephone

I acknowledge that I have read, understood and received a copy of the Fayetteville State University's (FSU) policy on mobile phone usage. I understand that in accepting a mobile phone that I agree to abide by this and any other FSU policy related to mobile telephones

Employee's Signature

Date

Printed Name

Chancellor's (or designee) or
Vice-Chancellor's Signature

Date