**SUMMARY:**
Coastal Carolina University seeks to provide the most consistent, convenient, and cost effective cellular telephone services to its employees.

**POLICY:**
Cellular telephones may be provided to an employee with the appropriate supervisor, cost center director, ITS (Information Technology Services), and procurement approval. Cellular telephones should not be used when more economical alternatives are available.

*The University recognizes the need for cellular communication for the following purposes:*
1. During emergency periods, such as hurricanes, when other communication services may be interrupted.
2. To allow access to an employee when not at his or her desk telephone, and to allow employee access to other employees when not at his/her desk.
3. To allow access to an employee after normal work hours.

The policy applies to all faculty and staff of the University.

**Supervisor Justification**
A cellular phone will be assigned only if the employee’s supervisor demonstrates that the employee cannot perform his or her duties using less expensive alternatives (paging device, radio, or standard telephone) than a cellular telephone.

**Acquisition**
To obtain a cellular phone and/or service, the employee should:
1. Complete a *Request for Cellular Phone/Service* form (online at https://www.coastal.edu/forms/).
2. Obtain the cost center director’s signature.
3. Send the completed form to ITS (Wall 105).
4. ITS will acquire the appropriate equipment and cellular phone plan and contact the employee when the order is complete. There is no need for the employee to contact any cellular phone vendors. No University employee may sign any vendor contract. All

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Policy Title: Cellular Telephone Services
Policy Number: 900
Responsible Office: Information Technology Services
vendor contracts must be processed through the Procurement Department. The State of South Carolina contracts with cellular telephone providers supersede all vendor contracts.

5. If the University pays for the cost of a cellular phone for an employee, that cellular phone number may be published in the University directory.

**Damage, loss or theft**

1. Cellular phone equipment that is damaged in the course of business should be brought to ITS, who will contact the vendor for replacement or repair.
2. Lost or stolen cellular phone equipment, should be immediately reported to the employee’s supervisor, Public Safety and ITS. If a cellular telephone is no longer needed, it should be returned, along with peripheral equipment, to ITS. ITS will maintain an inventory of cellular communication equipment for redistribution.

**Personal use**

If a cellular phone is provided by the University, the employee has two usage options:

1. Acknowledge that the cellular phone will be used primarily for business and that personal use is minimal.

   Effective July 1, 2007, personal usage will be estimated at $15 per month, and added to employee’s form W-2 compensation at the end of the calendar year.

2. Sign an affidavit stating that all usage is business related and no personal calls are made on the University-provided cellular phone.

   With this choice no changes in compensation will be made to the employee’s W-2.

**Personal Purchases/Reimbursement**

1. Employees may take advantage of the University’s available rates to establish personal accounts.

2. If the employee is the owner of the cellular telephone and has a personal plan, any reimbursement to the employee for business use must have the approval of the employee’s supervisor and the cost center director.

3. The University will reimburse the employee up to 50% of the regular monthly service charge, (supervisor may recommend less) capped at a maximum of $30.00 per month. These reimbursements will be paid on a quarterly basis.

**Program Management**

1. The cellular phone program and relationships with the cellular providers shall be managed through the ITS Office.

2. ITS staff will place all orders for cellular telephones and services with the contracted vendor and take delivery of equipment. ITS will contact employees when equipment arrives and provide necessary orientation and training. ITS staff will monitor plans and overall usage and suggest changes where necessary.

3. Employees may call the local representatives of the contracted vendor(s) to discuss the various options available on the University sponsored program(s).
4. ITS will monitor changes in cellular telephone technologies and make recommendations for improvements in the University’s equipments and/or services as necessary.

Revised 2/08/10