



Policy Title:	Cellular Telephone and Data Plan Services
Policy Number:	FAST-235
Revision Date:	April 2015
Policies Superseded:	900; FINA-500
Policy Management Area(s):	Information Technology Services

SUMMARY:

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

POLICY:

I. Cellular and Data Plans

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

1. The University recognizes the need for cellular and data communication for the following purposes:

- a. During emergency periods, such as hurricanes, when other communication services may be interrupted.
- b. 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.
- c. To allow access to an employee after normal work hours. See [FAST- 216](#).

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

II. Supervisor Justification

A. 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.

- B. A data plan can be provided by the University for University owned devices only, and requires supervisory approval.

III. Acquisition

- A. To obtain a cellular phone and/or data 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 vendor contracts must be processed through Procurement Services. The State of South Carolina 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.

IV. Damage, loss or theft

- A. 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.
- B. 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.
- C. An employee may be required to compensate Coastal for lost or damaged phones if the employee has been found at fault in losing or damaging the cell phone.

V. Personal Use of University Provided Cellular Phones

- A. Effective January 1, 2010, a cellular phone provided by the University can be used for personal use without tax implications.
- B. Call records are the property of the institution and subject to Sections VII-E and VII-F.

VI. Personal Purchases/Reimbursement

- A. Employees may take advantage of the University's available rates to establish personal accounts.

- B. If the employee is the owner of the cellular telephone or tablet 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.
- C. The University will reimburse the employee up to 50% of the regular monthly phone charge, (supervisor may recommend less) capped at a maximum of \$30.00 per month.
- D. Upon approval by the supervisor, data can be reimbursed up to \$45.00 per month.
- E. Reimbursements can be made quarterly but must be requested by August, following fiscal year end.

VII. Program Management

- A. The cellular phone program and relationships with the cellular providers shall be managed through the ITS Office.
- B. 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.
- C. Employees may call the local representatives of the contracted vendor(s) to discuss the various options available on the University sponsored program(s).
- D. ITS will monitor changes in cellular telephone technologies and make recommendations for improvements in the University's equipment and/or services as necessary.
- E. Coastal data and information transmitted via mobile technology qualify as records of Coastal Carolina University, subject to all policies, including those relating to data security, data retention, and ediscovery (e.g. the Freedom of Information Act [FOIA]). Employees should not expect privacy while using Coastal cell phones. Coastal may search cell phone records, text messages and other means of communication.
- F. Users are responsible for protecting confidential data on cell phones/mobile data device.