

University of Missouri-St. Louis

Cellular/Wireless Telephone Policies and Procedures

Introduction

The University of Missouri-St. Louis has established policies and procedures for cellular/wireless telephones. The campus policies have incorporate the UM System policies found in Section 1205 of the Business Policy Manual.

Policies

Employees of the University of Missouri-St. Louis whose University activities necessitate use of a cellular telephone may be assigned a University-owned cellular telephone, or may be reimbursed for business use of a personal cellular telephone.

Unit managers are responsible for determining when an employee needs to conduct University business using a cellular telephone. The Vice Chancellor for Managerial and Technological Services is responsible for working with the Chancellor and other vice chancellors to determine when an employee needs a cellular telephone with a University unit as the billing entity.

Cellular telephone usage may be structured in one of two ways:

- University unit as the billing entity (for University business) or
- University employee as the billing entity (primarily for personal use).

University Unit as Billing Entity (for University business)

The University's exemption from federal excise tax and Missouri sales tax presumes that cellular telephones are intended for business, not personal use. Therefore, cellular telephone purchases and contracts, where the University of Missouri-St. Louis is the official billing entity, will be approved only for those situations where the cellular telephone is used for University business. Costs related to such services will be billed directly to units. The University will have a general contract that should be used to obtain cellular telephones. If an employee has a justifiable reason for obtaining a different cellular telephone, Business Services must review, approve and sign the contract.

The senior administrative official in an employee's college or administrative unit must first approve all cellular telephone requests where a University of Missouri-St. Louis unit is the official billing entity. Cellular telephone rate plans must be based on anticipated

business usage and the plan must provide call detail. For example, when an employee's business use will average 60 minutes per month, a 60 minute per month contract should be selected.

Criteria to Determine Whether an Employee should have a University Cellular Telephone (University is Billing Entity)

A cellular telephone may be provided for an employee's use to conduct University business. As unit managers determine who will be provided a phone, they should consider the following criteria:

1. A requirement to travel frequently to do business, across a geographic area away from the home office, and great amounts of time are spent in a vehicle.
2. A need for other employees to communicate with the employee about University business when the employee is away from their home office.
3. A need for the employee to communicate with others regarding University business when the employee is away from their home office.
4. The employee supports or is otherwise responsible for programs, services or systems that necessitate frequent and immediate communications throughout the day or after-hours.

When it is determined that it is in the best interests of the University, and funds are available, a cellular telephone may be provided by the University for use by an employee, and cellular telephone service obtained for employee use. The lowest rate plan available to accommodate the particular business need shall be utilized.

Procedures for Requesting a Cellular Telephone with a University of Missouri-St. Louis Unit as the Billing Entity:

1. Read UM Business Policy Manual Section 1205 and read the University of Missouri-St. Louis Cellular Telephone Policies and Procedures document.
2. Complete the **Request Form for Cellular Telephone Usage**.
3. Sign the Request Form and route it to your supervisor, followed by your vice chancellor.
4. Send the supervisor approved request form to James M. Krueger, Vice Chancellor, Managerial & Technological Services for final approval.

Procedures After Approval

1. The Director of Business Services will contact the employee making the request. She will assist staff with the process for obtaining a cellular

- telephone, selecting a contract, and insuring that the unit is the billing unit with the identified University contractor for cellular telephones.
2. If the University contractor is not used, the unit manager is responsible for selecting an alternate company and plan. **All contracts must be sent to the Director of Business Services for review, approval and signature.**
 3. The cellular telephone company must provide detailed usage data.
 4. Cellular telephone users need to review the monthly telephone bill and certify University business versus non-business use by indicating calls that were personal.
 5. Users need to reimburse the University of Missouri-St. Louis for personal calls. (See Section “Personal Use of University Cellular Telephone” for procedures.)

Departmental Responsibilities for Cellular/Wireless Telephones

Departmental fiscal officers and/or other departmental designated staff shall monitor usage to assure that the appropriate service plan is in place, based on business needs and most economical use.

Departments must put in a place a process that assures that monthly detail usage is monitored for any personal use and that appropriate reimbursements are made for all personal usage of a University cellular telephone.

Each billing statement should be reviewed by the user and the department for accuracy. If errors are discovered, they must be reported promptly to the Director of Business Services.

At least once a year, unit managers must review all cellular telephone contracts in their units and verify that the need for each University owned cellular telephone is still justified.

When an employee changes department or leaves the University, any and all equipment (including chargers, extra batteries, hands-free devices, etc.) must be returned to the original department and services should be cancelled, transferred to another employee, or transferred to the new department. The Director of Business Services should be advised in writing of the change in status. She will contact the contractor and request the specific change in the status of the cellular telephone.

Guidelines for the Use of Cellular Telephones with the University of Missouri-St. Louis as the Billing Entity:

1. When placing calls, use the cellular telephone for University business only while traveling on University business. A cellular telephone should not be

used for University business when a regular telephone is available for use at a lower cost.

2. It rarely makes sense to use a cellular telephone to participate in a conference call because of the long period of telephone time required, possible interruptions in service, and safety concerns. If the call must take place while you are traveling, plan ahead to stop and use a pay telephone.
3. A cellular telephone is an easy target for theft. Take precautions to protect yourself, the telephone, and your car from burglary or vandalism. Because the deductible on University insurance is greater than the purchase price, loss will not be covered by insurance. There is usually a cost for replacement of cellular telephone.
4. Because of risks associated with the usage of cellular telephones while driving, employees should minimize such usage.
5. Employees should realize that cellular telephone conversations are less secure than those on regular telephones.

Personal Use of a University Cellular Telephone

Personal use of a University cellular/wireless telephone is highly discouraged. Employees must fully reimburse the University for all personal use of University provided cellular services regardless if the telephone calls fall within the allocated minutes of the rate plan. Routine telephone calls home will generally be considered personal calls.

It is the responsibility of the employee to identify personal calls on each billing statement and to submit reimbursements to the University within **30 days** of the receipt of the bill. **If there are no personal calls on a billing statement, the employee should indicate in writing on the statement and sign and date the statement.**

To process a reimbursement, the **University as Billing Entity Worksheet** should be used to determine the amount to be paid. The reimbursement to the University should be processed on a CRR. A copy of the CRR with a check and appropriate supporting documents (Worksheet and copies of the cellular telephone bills with non-business calls highlighted) should be routed to the Cashier's Office, 285 Millennium Student Center.

On an annual basis, personal use may not exceed 15% of the minutes used. Departments may set lower limits or prohibit personal use entirely. When the department determines there has been excessive personal use, the service should be cancelled and the equipment returned to the department.

Note: Federal regulations prohibit use of grant-funded cellular telephones for personal use.

Employee-Provided Cellular/Wireless Telephone as a Condition of Employment

In some circumstances a department may determine that as a condition of employment an employee will obtain a cellular/wireless phone and make the phone number available for calls from the University.

Review for Compliance

1. The Director of Business Services will maintain a list of all University-owned Telephones and will periodically check with the units to verify business usage.
2. Supervisors are to insure that employees reimburse the University for all personal cellular telephone usage.

Employee as Billing Entity (primarily for personal use)

In situations where an employee will combine non-University business and limited University business cellular telephone usage, the employee should be established as the billing entity. A University of Missouri-St. Louis employee may not benefit from the University's federal excise tax exemption or Missouri sales tax exemption, not even on the portion of calling activity that relates to University business. However, UM-St. Louis has negotiated discounted rate plans for employees as part of its contract.

For purposes of this policy, University of Missouri-St. Louis employees should purchase their own cellular telephones and contracts and establish themselves as the billing entity when personal usage will be 15% or more of total cellular telephone usage annually. The employee should have the cellular telephone bills sent directly to his/her residential address.

University of Missouri-St. Louis employees may submit a reimbursement request for business-related calls, excluding any related federal excise tax and Missouri sales tax. An employee must adequately justify the use of a personal cellular telephone for University business purposes, and an employee's unit manager must approve the reimbursement request. Cellular telephone users need to review the monthly telephone bill and certify University business versus non-business use by indicating calls that were business related. The **Employee as Billing Entity Worksheet** should be used to determine the amount that needs to be reimbursed to the employee. Employees should complete a non-PO voucher. After approval has been received from the unit manager, the non-PO voucher and appropriate supporting documents (Worksheet and copies of cellular telephone bills) should be routed to the Accounting Office, 204 Woods Hall for processing.

Hand-held Devices or Computers with Cellular/Wireless Capabilities

The policies for Cellular/Wireless Phones also apply to hand-held devices or computers, such as PDAs, with Cellular/Wireless Capabilities.

When it is determined that it is in the best interest of the University and funds are available, PDA's may be purchased. Connection services for the PDA may not be purchased with University funds. The PDA device must be returned to the University upon departure from the University or if the device is no longer needed. If the PDA also functions as a cellular telephone, the cellular telephone policy must be followed for reimbursement of cellular telephone charges that are business-related.