


<p>Name of Policy: <u>Wireless communication business expenses paid through any University of Toledo funds.</u></p> <p>Policy Number: 3364-40-07</p> <p>Approving Officer: President</p> <p>Responsible Agent (s): Controller</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective Date: 1/1/2008</p>
<p><input type="checkbox"/> New Policy Proposal</p> <p><input checked="" type="checkbox"/> Major Revision of Existing Policy</p>	<p><input type="checkbox"/> Minor/Technical Revision of Existing Policy</p> <p><input type="checkbox"/> Reaffirmation of Existing Policy</p>

Wireless communication devices are defined as: Cell phones, data card services, PDAs, BlackBerry devices, TREOs or other telecommunication devices that have voice and/or data capabilities with a monthly service. This does not apply to pagers or mobile radios.

(A) Purpose of Policy

This policy allows The University of Toledo to meet federal regulations and its fiduciary responsibility to the taxpayers of the State of Ohio by providing a general guideline for the use of wireless devices for business purposes and how employees will be reimbursed to reduce cumbersome tracking and auditing expenses incurred to the institution under a “University owned device” plan.

(B) Policy Statement

The University will no longer purchase wireless devices for individual employees use.¹ Employees whose duties include frequent need for a wireless device may receive extra compensation, in the form of a monthly stipend (taxable to the employee), to cover business-related costs. Wireless device services for UT personnel will be subject to the review and approval of the individual responsible for the overall budget management of the department. Promoting fiscal responsibility is strongly encouraged and wireless devices should not be selected as an alternative to other means of communication –e.g., land-lines, pagers, and mobile radios – when such alternatives would provide adequate and less costly service to the University.

(C) Procedures

If the manager and employee agree that University business mandates the need for a form of wireless communication, the **Employee Wireless Services Compensation Agreement form** must be completed and signed appropriately. The manager and employee should select the most reasonable monthly stipend option, based on the intended usage of the device and within their budget constraints.

¹ Exception would be departmentally shared cell phones used on an employee rotation basis. To qualify, devices & service agreements must be established with the Rocket Wireless program <http://rocketwireless.utoledo.edu>

MONTHLY STIPEND A:	\$50	typically voice usage only or data service cards
MONTHLY STIPEND B:	\$100	increased voice/minutes and data options (mid-level)
MONTHLY STIPEND C:	\$150	full data/voice functionality

These amounts are based on average market pricing and have been inflated to compensate for taxes.

The completed form should be sent to Payroll for processing. The monthly stipend will be annualized and then divided out over 26 pay periods. (For example: \$50 x 12 = \$600 divided by 26 = \$23.08 per paycheck) The end date will always be June 30th of the existing fiscal year, until a newly approved form is submitted.

If the employee doesn't have a sufficient, ongoing need for a wireless device and it would not be cost-effective to select even the lowest stipend amount; these employees can submit their 'business-related' expenses on a quarterly basis, with the appropriate documentation & approval, to the Controller's office for reimbursement.

There will be no reimbursement for any equipment under this policy. Any employee who receives a stipend will be expected to have their "number" available to be published or distributed for business purposes.

(D) Additional Information

1. Effective immediately upon the approval of this policy (hereafter "effective date"), the University will no longer purchase any new cell phones, nor will any existing cell phone contracts be renewed or extended.
2. Employees can retain existing phone #s, at their expense, and should make immediate arrangements to switch billing/contracts to their name.
3. **EXISTING UT EQUIPMENT** -Individuals using UT equipment & converting to individually-owned contracts will be responsible for buying the equipment from UT according to the following pro-rated schedule:

- 100% of cost -For equipment obtained after July 1, 2007
- 50% of cost -For equipment obtained between January 1, 2007 and June 30, 2007
- 25% of cost -For equipment obtained in 2006.
- \$10 -For equipment obtained prior to 2006

PLEASE NOTE THAT PRO-RATED EQUIPMENT COSTS CAN BE PAID VIA PAYROLL DEDUCTION, IF PURCHASED THROUGH ROCKET WIRELESS

4. Any early termination fees with any carriers are the employee's responsibility and invoices for service should in no way be established in the University name. To allow for a conversion without penalty—individuals with University-owned agreements, will have up to two years to make the transition. Inadvertent personal calls must be marked on the statement and associated costs must be refunded to the University.
5. Stipend allowance form must be reviewed & re-approved annually (Fiscal Year).
6. The device can be used for both personal and business purposes; therefore, it should be understood that the 'stipend' should cover a majority of the business expenses.
7. Employees are expected to follow existing policies as it relates to personal cellular communication. (I.e. restrictions on location of use...)

8. Changes in stipend tiers may be made on an annual basis, after careful market analysis by the Controller's office
9. This allowance does **NOT** constitute an increase to base pay, and will **NOT** be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, etc.

(E) Enforcement

The failure of a University employee to perform any obligation required of this policy or applicable local, state, and federal laws or regulations will be subject to established University disciplinary actions, which may include restitution, termination, and/or prosecution by state or federal authorities.

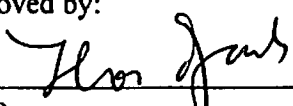
(F) Exceptions

1. Requests for exceptions to this policy must be submitted to the Controller's office:
 - (a) Each request for exception will be handled on a case-by-case basis;
 - (b) Each exception approval will be documented by the Controller's Office;
 - (c) Each exception must be approved by the Sr. Vice President for Finance and Administration.

(G) Related Form

The following form is specific to this policy:

Employee Wireless Services Compensation Agreement

<p>Approved by:  <hr/> Name Lloyd A. Jacobs <hr/> Title <hr/> Date 11/5/07 <hr/> Review/Revision Completed by: Senior Leadership; Deans; Cell Policy committee</p>	<p>Policies Superseded by This Policy:</p> <p>07-004 Cell phone contract (former Health Science Campus policy, previous review date 7/1/03)</p> <p>Cell phone administrative directive (former Main Campus directive, previous effective date 9/1/05)</p> <p>Review/Revision Date: 11/1/2007</p> <p>Next Review Date: 11/1/1010</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------