



Angelo State University
Operating Policy and Procedure

OP 24.04: **Employee Electronic Communication Resources Policy (i.e., Cell Phones, PDAs)**

DATE: April 11, 2017

PURPOSE: In accordance with Internal Revenue Code, ([Internal Revenue Code \(IRC\) Sec. 274\(d\)\(4\), 280F](#)), the purpose of this Operating Policy and Procedure (OP) is to establish a university policy regarding the authorization, procurement, and monitoring of university-provided cell phones for business use.

REVIEW: This OP will be reviewed in January every five years, or as needed, by the vice president for finance and administration by February 15 of the same year.

POLICY/PROCEDURE

1. General

a. For the purpose of this OP, Electronic Communication Resources (ECR) refers to a telecommunications device that allows for two-way communication. These ECR include:

- (1) Cell Phones
- (2) Personal Digital Assistants (PDAs)
- (3) Smart Phones (combination of cell phones and PDAs)
- (4) Wireless Cards, Tethering, or Equivalent Service

Any use of ECR not listed above will be considered on a case-by-case basis.

b. Angelo State University recognizes that the performance of certain job functions may be enhanced by the provision of ECR. However, as of September 1, 2009, Angelo State no longer provides any ECR to employees, unless specifically required and approved. Please refer to the [University-Provided Telecommunications Resource Request Form](#), Attachment A.

c. Wireless transmissions are inherently not secure and employees should use discretion in relaying confidential information over wireless devices. For more information, refer to the Angelo State University [OP 44.00](#) Information Technology Operating and Security Policy/Procedures, section 11.

d. It is the employee's responsibility to comply with state and municipal laws regarding the use of cell phones, smart phones, and PDA devices while driving.

2. Procedures

- a. The university may purchase and provide ECR and service plan(s) for certain employees or groups of employees due to security needs, or other operational considerations as outlined below:
 - (1) Emergency workers, including police, fire, environmental health and safety, and medical center workers;
 - (2) Facilities personnel who share cell phone equipment while on duty and other arrangements involving shared equipment use. In such cases, the cell phone equipment is to be assigned to the department and not to a specific individual or taken home on a regular basis;
 - (3) Research personnel who use portable devices as data collection devices or for similar research purposes; or
 - (4) Athletics Department (To meet NCAA requirements, the department on a [University-Provided Telecommunications Resource Request Form](#), Attachment A, must submit a request for an exception.)
- b. Employees with university-provided ECR must document the business and personal use of the device. Records documenting the business and personal use of the equipment must be maintained by the department and made available to the auditor during an internal or external audit, upon request. A [Cell Phone Call Log Form](#), Attachment B, is provided.
 - (1) The required documentation for each business call would include:
 - (a) The name of the individual called,
 - (b) The individual's association with the university, and
 - (c) The business purpose of the call.
 - (2) No personal usage is allowed on university-provided ECR.
 - (a) ECR holders and fund managers should review the monthly bills of university-provided ECR to ensure that there are no personal usages.
 - (b) Inadvertent or emergency personal calls, including international calls, texting (SMS/MMS), long distance, roaming, and overage charges must be reimbursed at either the actual cost or a prorated allocation of the monthly bill. Each account manager will be responsible for ensuring that the individual submits a personal check payable to Angelo State University to the Accounts Payable Office for that portion of the bill.
 - (c) The use of university-provided ECR for private commercial or consulting purposes is not allowed.
 - (d) Abusing the use of university-provided ECR will result in the suspension of privileges.

[Major revisions: April 11, 2017]

- c. The Department will keep the [University-Provided Telecommunications Resource Request Form](#), Attachment A, on file and available to the auditor during an internal or external audit, upon request.

Attachment A: [University-Provided Telecommunication Resource Request Form](#)

Attachment B: [Cell Phone Call Log Form](#)