

Baruch Cellular Device Policy

1. General:
 - a. The need for cellular devices must be justified. Convenience is not sufficient justification. There must be a demonstrated business purpose for an employee to be authorized for a cellular device.
 - i. Dependent on need, College provided cellular devices will only be issued as follows:
 1. voice only (phone)
 2. voice and data (blackberry)
 3. data only (blackberry, aircard, text, and/or tethering to pc)
 - ii. Employees must complete a Request for Cellular Service application
 1. Must be approved by department or unit head
 2. All forms must be signed by appropriate Division Head (President, VP or Dean)
 - b. IRS Information
 - i. Providing employees with cellular devices can raise special tax concerns due to the fact that these items are "listed property". "Listed property" includes items obtained for use in a business but designed by the Internal Revenue Code as lending themselves easily to personal use. This policy will bring us in compliance with IRS regulations.
 - c. Expenses
 - i. If an employee takes a College provided cellular device (and is therefore on the College account) the employee will reimburse the College for personal use of the device. (See 3c)
 - d. Hardware and Support
 - i. If the College determines that an individual has a business need for a cellular device, then the College will issue the hardware (handset) and the services will be added to one of the College's master accounts with one of its telecommunications vendors.
 - ii. Shared/Departmental cellular devices must also be approved for issuance. No personal calls of any type are permitted on shared/departmental phones.
 - e. Services offered:
 - i. Phone Services (voice)
 - ii. Only the following data services will be supported:
 1. Email, calendar, contact list
 2. Internet

- iii. Additional justification is needed for other services (i.e. camera, pc tethering, etc.)
- 2. Justification for cellular device
 - a. Need defined
 - i. Business Purpose:
 - 1. The job function of the employee requires considerable time outside their assigned office/work area AND it is essential to the College that they are accessible during those times
 - 2. The job function of the employee requires them to be accessible outside scheduled or normal working hours (e.g. for emergencies). If this is the justification utilized for the business purpose, then the employee must be accessible outside of regular work hours and their contact information (i.e. phone number) will be disseminated to the appropriate individuals in the college administration.
 - 3. Employee frequently works alone in isolated conditions.
 - ii. No more than one cellular device per person will be authorized.
 - iii. Data services beyond email (aircard, pc tethering, pictures, etc.) need separate justification which describe business use/purpose.
 - b. Approval authority is at the Dean/VP level. Presidential authority is required for presidential direct reports
 - i. See accompanying form (Request for Cellular Service Application).
- 3. College Issued Hardware
 - a. Hardware
 - i. Baruch will purchase, supply, and support cellular devices from the preferred vendor.
 - ii. Baruch will purchase the hardware (cellular device), which will remain the property of the College.
 - iii. Baruch can require the return of hardware as needed.
 - iv. Baruch will not replace hardware for any period less than a two year cycle unless approved by both the employee's supervisor and the Director of Telecommunications.
 - v. If an approved employee loses or damages more than one device in a two year period the employee will be charged for the second and any subsequent replacement devices. The College will procure a replacement device and issue it to the employee. The replacement device(s) remain property of the College.

- vi. Any request for devices, other than Verizon Wireless standard phones and blackberries, will need approval by the Director of Telecommunications. Any agreement/approval between BCTC and the employee will become part of the application contract.
- b. General Support
 - i. BES
 - 1. All College owned blackberry devices will become part of the Blackberry Enterprise Server (BES). This will provide automatic synchronization of Baruch e-mail, contacts and calendar information with Microsoft Exchange.
 - ii. What happens if the device breaks?
 - 1. The College will be responsible for repairing/replacing the device.
- c. Expenses
 - i. Employee will pay either a monthly flat fee (\$10/month), to be paid \$30 quarterly, or review a monthly detail bill and reimburse the College at \$0.10 per minute for non-business calls. This fee will cover personal telephone usage and a text message plan.
 - ii. There is no charge for normal data usage; however, the cost of pictures, music, etc., unless deemed appropriate by the supervisor, will incur an additional charge.
 - iii. Employees traveling, nationally and internationally, should be mindful of roaming charges and other additional expenses. Usage should be minimized to the extent possible with regard to functional job requirements.
- 4. Accounting for Expenses
 - a. College accounts
 - i. BCTC is the only College entity permitted to enter into vendor agreements for cellular devices.
 - ii. BCTC will work with the Purchasing department to ensure telecommunications vendors are secured through appropriate means.
 - iii. The College will only have one master account with each cellular device vendor for all College hardware.
 - iv. Any separate accounts will be consolidated into the master account within three months of this policy publication.
 - v. In order to minimize administrative work, the College will not have more than two vendors.
 - vi. The College will pay the cellular bill and the Controller will journal charges to the applicable division/school.

- vii. Units may pay cellular bills with non-tax levy funds but employees must still fill out the Request for Cellular Device Application and have a demonstrated business need for the device.
 - b. BCTC Processing
 - i. BCTC will initiate all purchase requests and approve monthly payment to the vendor.
 - ii. Bills of College owned phones will be reviewed for employee compliance by the Office of Telecommunications.
 - iii. BCTC will maintain all justification forms on file and will send a log of authorized employees to the Controller quarterly.
 - c. Controller Processing
 - i. Controller will use log to verify all employees required to make payments to the College comply.
 - ii. Employees' quarterly checks will be submitted to the Controller's Office where they will be recorded, deposited and a refund of appropriation will be sent to the state twice a year.
- 5. Supervisors are responsible for notifying the Telecommunication's Office if their employee's business need for a cellular device has ended. If there is a change in employee status e.g. job change, termination, etc. the phone should be returned to the BCTC helpdesk.
- 6. Employees may not use a College supplied cellular device while driving. Employees may not use any cellular device while driving on College business.
- 7. Use of cellular devices in violation of this policy will result in termination of cellular device service to the employee.
- 8. Budget
 - a. Cellular Device budget will be distributed to each of the divisions including President, Provost, Dean ZSB, WSAS, SPA, VP College Advancement, VP Admin/Finance and VP Student Affairs. Those funds would then fund cellular costs or if costs were reduced they could be used for other purposes.
 - b. The distribution of budgets to schools/divisions will be a budget neutral exercise. Devices that are authorized will receive sufficient budget in the initial FY11 budget.
- 9. Change of Plan Status
 - a. In instances where bills do not support the justified level of service, (more employee charges accrued than seem reasonable for job position), the bill will be forwarded to the employee with Change in Cellular Service Form. Employee will explain possible excess charges, obtain supervisor's signature and return to BCTC.

- b. If, due to a change in work situation, the employee needs to expand their plan, Request for Change in Cellular Service form must be completed and forwarded to BCTC.
- 10. Employees will not be reimbursed for business cellular service usage of personal cellular devices.
- 11. Forms
 - a. Request for Cellular Service Application
 - b. Request for Change in Cellular Service

2/9/10