



## University of Wisconsin Oshkosh Mobile Device Policies & Procedures

In January 2005, the State of Wisconsin's Department of Administration issued the first enterprise-wide policy outlining requirements for state employees when using state cellular telephone services and equipment. Its purpose was to develop a uniform set of guidelines for state agencies and state university campuses to follow when assigning the use of state furnished equipment and services. This policy was updated in July 2008 to expand the cellular policy provisions to cover other types of handheld, cellular equipment and related services, and updated again in June of 2010 to stipulate use of employee funded cellular services. The updated policy replaces the original policy.

The Cellular Handheld Voice and Data Service and Equipment Policy promotes fiscal responsibility in the management and control of cellular expenses, defines responsibilities for users and approvers and emphasizes safety and security when using this type of equipment. It also defines the requirements for their approval and use. All cellular handheld voice and data service equipment purchases must be approved and users must follow UW Oshkosh Procedures and State of Wisconsin policy.

All cellular handheld voice and data services and equipment purchases must be approved and users must follow UW Oshkosh procedures and State of Wisconsin policy on use. Procedures for cellular handheld voice and data services and equipment approval and use:

1. Requestor obtains approval for the use of a state purchased cellular handheld equipment or voice/data service by completing the **UW Oshkosh Mobile Device Services User Request & Policy Receipt Form**. By completing the Policy Receipt Form, the user acknowledges that they have read and will follow the guidelines established in the State of Wisconsin's Wireless Handheld Voice and Data Services and Equipment Policy.
  - A) Requestor, requestor's supervisor, and account administrator, and the dean/director must review and sign the authorization form before it is sent to Administrative Services–Purchasing for review.
  - B) Administrative Services–Purchasing will review the request using the **Wisconsin Department of Administration (DOA) Wireless Handheld Voice and Data Services and Equipment Policy (June 2010)** in determination of the appropriateness of use.
1. Upon approval, the requestor will work with Administrative Services–Purchasing to determine the cellular handheld voice/data equipment and service plan required, to place the order and receive the items.
2. Monthly billing statements will be sent directly to the department from the cellular provider and charged to department P-cards. Departments shall review billings monthly to ensure compliance with state use policies and the most cost effective equipment and service plan has been purchased. If current equipment or service plan is deemed inappropriate, the

department shall work with Administrative Services–Purchasing to investigate other options. All changes to equipment or service plans are reviewed and authorized by Administrative Services–Purchasing.

3. To comply with state policy on use of cellular handheld voice and data service, users must maintain a phone log of all personal-use minutes and reimburse the university (state) at the current reimbursement rate for any personal use not deemed "essential". Administrative Services may perform random audits of the cellular handheld voice and data bills for appropriateness.

User is required to review the log monthly with their supervisor against the vendor billing. The user shall submit payment of any amount due, based on the current reimbursement rate, for personal calls to their supervisor within 10 days of reviewing the billing for deposit in the department's account. The user and their supervisor shall complete the **UW Oshkosh Mobile Handheld Voice and Data Device Monthly Invoice Review Certification** and attach it to the monthly billing.

Current Reimbursement rate:

- \$0.05/minute state contract rate plus
- \$0.06/minute charge plus
- Applicable tolls and roaming charges plus
- 5.5% tax

Copies of the logs are to be maintained by the user and kept on file in their respective department. Random audits of all cellular billing records may be conducted by Administrative Services.

4. The continued use of services must be reviewed and reapproved annually by supervisors or other authorized staff. Departments shall provide a current inventory of approved cellular services, indicating any services to be disconnected or reassigned, to Administrative Services–Purchasing by July 1<sup>st</sup> for review and approval. Any unapproved services will be disconnected and the employee will be charged for the cost of the equipment and service plan.
5. Employees are expected to use cellular services responsibly and in accordance with state policy, applicable UW Oshkosh policies governing internet and email usage, and applicable work rules. Use of cellular services in violation of the aforementioned may result in revocation of the cellular service assignment and possible disciplinary action.