



**Minnesota State Colleges and Universities
System Procedures
Chapter 5 – Administration**

Procedure 5.22.2 Cell Phone and Other Mobile Computing Devices

Part 1. Purpose. Electronic communication is an important part of contemporary business practices, including the operations of colleges, universities and the system office. The purpose of this procedure is to clarify institution and employee responsibilities associated with provision of cellular devices and mobile computing devices.

Part 2. Definitions.

Subpart A. Cellular device. Cellular device means a cell phone or a mobile computing device with voice capability. A cellular device is characterized by the fact that service plan cost generally is determined by the amount of use.

Subpart B. Mobile computing devices. Mobile computing devices are portable computing and telecommunications devices that can execute programs. This definition includes, but is not limited to, notebooks, Palmtops, personal digital assistants, iPods, BlackBerry devices, and cell phones with internet browsing capability. Use of a mobile computing device may or may not require a wireless communication service plan or incur connection charges.

Subpart C. Department cellular device. A system cellular device purchased and maintained by a college, university or the system office department or division for use by more than one employee or other authorized user while engaged in their assigned duties.

Subpart D. Other wireless communication service. Other wireless communication service is any subscription-based communications service that relies on commercial cellular services for data or voice transmissions. These services are often marketed using names such as mobile content, wireless music services, cellular services, 3G wireless services, text messaging services, digital cellular services, mobile wireless services, mobile data services, wireless data services, wireless telecommunications services, analog cellular services, cellular data services, etc.

Subpart E. System cellular device or plan. A system cellular device or plan includes a cellular device or service plan provided to an employee by a college, university, or the system office for business purposes.

40 **Subpart F. Voice over Internet Protocol applications or VoIP.** Voice over Internet
41 Protocol applications and related devices are outside the scope of this procedure. The
42 downloading of VoIP applications onto system-owned equipment is governed by System
43 Procedure 5.22.1, Part 4, Subpart B(4), Acceptable Use of Computers and Information
44 Technology Resources.

45 **Part 3. Eligibility for Cellular Device, Mobile Computing Device, or Other Wireless**
46 **Communication Service Plans.** A college, university or the system office may provide a
47 cellular device or a mobile computing device, or other wireless communication service plans to
48 an employee if it is determined by the college, university or the system office to be a necessary
49 business expense under one or more of the following criteria:

- 50 a. Availability of device and service is integral to the performance of specific duties
51 within the employee's job description;
- 52 b. A substantial portion of the employee's work is conducted outside of the building or
53 buildings where the employee is assigned to work;
- 54 c. The employee does not have an assigned office or workspace and needs to be contacted
55 on a regular basis by college, university or system office constituents for assigned
56 services or to provide needed information;
- 57 d. It is a job requirement that the employer be able to reach the employee outside of the
58 employee's normal work hours.

59 A college, university or the system office is not required to provide a device or service plan

60 **Part 4. Authorization and Annual Review.**

61 **Subpart A. Authorization.** To be approved for a device (and service plan, if applicable)
62 under this procedure, the following procedures are applicable:

- 63 1. The supervisor of an employee requesting the device and plan must determine if the
64 employee meets the threshold eligibility requirements in Part 3.
- 65 2. A device shall be issued only if approved by an authorized administrator of the
66 college, university or system office.
- 67 3. Documentation to support the decision to issue the device and plan must be retained
68 by the appropriate administrative unit at the college, university or system office
69 consistent with records retention standards and be available for review and audit.
- 70 4. Colleges and universities are encouraged to procure devices and plans under state or
71 System negotiated contracts when possible.

72 **Subpart B. Annual review.** The employee's supervisor and the authorized administrator
73 annually must review and document the continued business need for the device and plan.

74 **Part 5. Employee Responsibilities.**

- 75 a. An employee who receives a cellular device or mobile computing device under
76 this procedure is responsible for ensuring that the device is available for service
77 during applicable business hours and as needed.
78 b. The employee must immediately return the device upon request by the employee's
79 supervisor or upon the end of employment.
80 c. The employee must comply with the provisions in this procedure.

81 **Part 6. Cellular Devices.**

82 **Subpart A. Personal use ~~prohibited~~.** System cellular devices and services are intended
83 for system business. In accordance with Minn. Stat. § 43A.38, Board Policy 5.22, system
84 procedure 5.22.1, Minnesota Management and Budget Human Resources/Labor
85 Relations Policy #1423, Ppersonal use of a system cellular device and plan is allowable
86 only for incidental and de minimis use. issued under this procedure is prohibited. P
87 Improper personal use may result in revocation of the employee's cellular device and plan
88 usage; or cellular device allowance, reimbursement for unauthorized calls, and
89 disciplinary action, up to and including termination.

90 **Subpart B. Monthly review of invoices.** The employee must review and initial the
91 cellular device invoice monthly and identify any use not permitted under this procedure
92 before submitting the invoice to the employee's supervisor or authorized administrator
93 assigned to review and approve the monthly cellular device bill.

94 **Subpart C. Payment options for cellular devices and plans.** Colleges, universities and
95 the system office may pay for business-related cellular devices and plans only through
96 either reimbursement to the employee for occasional, incremental actual expenses or
97 direct payment to a vendor for a cellular device and service plan owned and managed by
98 the institution unless otherwise authorized by a collective bargaining agreement.

99 **Subpart D. Reimbursement for occasional, incremental actual expenses.** Business
100 calls. Occasional business call expenses made from an employee's personal cellular
101 device are eligible for reimbursement if:

- 102 1. The employee has not been issued a cellular device by a college, university or
103 the system office or the assigned cellular device does not receive service in the
104 area from or to which the call was made; and
105 2. The employee has incremental costs directly attributable to the business calls.

106 Reimbursement shall be made in accordance with guidance provided by the system
107 office.

108 **Subpart E. Personal calls while on travel status.** Certain bargaining agreements or
109 compensation plans provide that an employee in travel status overnight may claim
110 expense reimbursement for actual personal telephone calls up to a defined limit. In
111 addition to the incidental and de minimis use provided for in Part 6, Subpart A,

112 ~~e~~Employees who are issued a cellular device may make limited personal calls in lieu of
113 claiming such reimbursement for calls while in travel status.

114 **Subpart F. Department cellular devices.** A college, university or the system office may
115 purchase cellular device equipment and service plans if the college, university or the
116 system office determines the cellular device is necessary for the efficient operation of a
117 department and the cellular device will be used by more than one individual.

- 118 1. A department cellular device may be provided to meet the department's ~~shall be~~
119 ~~used solely~~ business purposes. The equipment is designated as property of the
120 college, university or system office and must be returned to the department daily
121 or as required. Examples of such department users might include, but are not
122 limited to, parking cashiers, delivery drivers, maintenance or security personnel
123 who need to be accessible by phone during their work shift.
- 124 2. Purchase of department cellular device equipment or service plans must be
125 approved by an authorized administrator. At the time of purchase, the responsible
126 party for each department cellular device must be identified. The responsible
127 party must perform the actions required under this procedure.

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129 **Related Documents:**

- 130 • [Policy 1B.1](#) - Nondiscrimination in Employment and Education Opportunity
131 • [Procedure 1B.1.1](#) - Report/Complaint of Discrimination/Harassment Investigation and
132 Resolution
133 • [Procedure 1C.0.1](#) - Employee Code of Conduct
134 • [Policy 1C.2](#) - Fraudulent or Other Dishonest Acts
135 • [Policy 3.26](#) - Intellectual Property
136 • [Policy 5.22](#) - Acceptable Use of Computers and Information Technology Resources
137 • [Procedure 5.22.1](#) - Acceptable Use of Computers and Information Technology Resources
138 • [Policy 5.23](#) - Security and Privacy of Information Resources
139 • [Frequently Asked Questions](#) (pdf)

140 To view any of the following related statutes, go to the Revisor's website
141 (<http://www.revisor.leg.state.mn.us/>). You can conduct a search from this site by typing
142 in the statute number.

- 143 • Minnesota statutes, section 136F.46, Non-profit Foundation Payroll Deductions
144 • Minnesota statutes, section 136F.80, Grants, Gifts, Bequests, Devises, and Endowments
145 • Minnesota statutes, section 136F.81, Transfer of Gifts
146 • Minnesota statutes, Chapter 43A.38, subd. 4, Use of state property

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148 Date of Adoption: 4/05/10,
149 Date of Implementation: 4 /05/10,

150 Date & Subject of Revisions:

151 1/25/12 - The Chancellor amends all current system procedures effective February 15, 2012, to
152 change the term "Office of the Chancellor" to "system office" or similar term reflecting the
153 grammatical context of the sentence.

154 There is no additional HISTORY for Procedure 5.22.2.

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