Purpose:
This procedure addresses the use of wireless (cellular) phones by Ohio Northern University employees and reimbursement guidelines for personally owned phones utilized for business purposes. Employees may require the use of cell phones to conduct legitimate business and such use is a predictable necessity. In these cases, the University will provide allowances for employees who use personal cell phones for work purposes or reimbursement for occasional use of personal phones as needed.

Existing Personal Cell Phones
When it is imperative for an employee to routinely use a cell phone for business purposes, the department may authorize that employee to use his/her personal phone. An authorization form shall be signed by the employee’s supervisor and vice president with a copy retained by the employee, department, and Business Services. The authorization form will identify the employee and the employee’s personal cellular phone number and be submitted to the Business Services office. A copy of the form is attached.

Upon approval, the University will pay an allowance of $20.00 per month toward the cost of a personal cell phone that is also used for business purposes. This allowance will be processed through monthly payroll. This policy is not retroactive and costs for previous months are not to be reimbursed.

Note: When purchasing a personal cell phone or accessories, Business Services can assist an ONU employee or affiliate in receiving a 25% Verizon corporate discount.

Note: All enhanced service subscriptions, mobile office kits, additional software features, etc. must be approved by the appropriate vice president.

Note: Employees must not use hand-held cellular phones while operating a vehicle.

Note: Departments are responsible for informing Business Services when an employee leaves ONU and phone costs should cease being paid.

University Cell Phones
As a general rule, ONU shall not provide wireless phones or services to its employees. The exceptions to this rule are cell phones owned and maintained by the University for the following reasons:
- vice presidents, deans, and others approved by the President or VPFA
- used for short-term events
- departments needing special capabilities for international travel
- employees responsible for emergency or disaster recovery purposes
- for communication with the University buses
- a department or group of employees that have need for a shared device for rotating on-call purposes (Unassigned cellular phones to support these areas must be properly controlled by an assigned individual within that area.)

The University will pay the full cost of these cell phone plans.

Departments should periodically assess each authorized employee’s continued need to use a cellular phone for business purposes.

Note: The decision to purchase basic or advanced-feature cell phones (ex: PDA’s, smart phones) should be determined by job requirements. Insurance will be added to the advanced feature phones.

Note: Employees may be asked to replace, at their cost, any University-owned cell phone equipment or accessories that are lost, stolen, or broken due to the employee’s negligence. This may include the $99.00-$199.00 deductible charge for insured items.

Note: No cell phones, calling plans, or accessories are to be purchased by University credit card. Purchases of phones and accessories must be directed to Business Services in order to receive the 25% corporate discount granted by Verizon.

Note: All enhanced service subscriptions, mobile office kits, additional software features, etc. must be approved by the appropriate vice president.
Note: Directory assistance calls on cell phones should be avoided since those calls are billable and not included in the calling plans.
Note: Employees must not use hand-held cellular telephones while operating a motor vehicle.
Note: Departments are responsible for informing Business Services when an employee leaves ONU and phone costs should cease being paid.

**Call Cost Reimbursement**

Employees not enrolled in an ONU cell plan may have occasional need to use personal telephones for business purposes. Individuals wishing to be reimbursed for land line or cellular business calls must attach a copy of the original invoice to a signed and approved check request. Monthly reimbursements are limited to the cost of the calls, not to exceed $20.00 per month.

Phone charges not subject to reimbursement include:
• Monthly telephone or cellular phone base charges
• Additional services or fees (i.e., call waiting, 911, etc.)
• Taxes charged

Phone charges are to be submitted for reimbursement within 30 days of the statement date. Any reimbursement request received after that may be denied.

Revised 05/29/2013
Employee Name: _______________________________ Date: ________________

Employee ID#: ___________________________ Email: ___________________ Cell# ______________

Campus Ext.: ___________________________ Account No. ___________________________

Supervisor Contact ___________________________ Phone Number: __________________________

Job Duties:

I verify that the employee listed above is required, due to legitimate business need, to maintain wireless communication to conduct official Ohio Northern University business and hereby authorize the employee to use his/her personal wireless telephone for business purposes. The employee will be reimbursed $20.00 per month through payroll as an allowance for using his/her personal cell phone in accordance with the University’s wireless communication policy. The University is in no way responsible for payment of any costs to the cell phone service provider.

Approval:

Department Chair/Director Signature ___________________________ Employee Signature ___________________________

Title ___________________________ Date ___________________________

Dean/Vice President Signature (Required) ___________________________ Date ___________________________

Date
Employee Name: ______________________________________________   Date: ______________

Employee ID#: ______________________ Email: ______________________ Campus Ext________

Cell Phone # ______________________ Account No. __________________________

Supervisor Contact________________________ Phone Number: ______________________

Job Duties:

I verify that the employee listed above is required, due to legitimate business need, to maintain wireless communication to conduct official Ohio Northern University business and hereby authorize payment from the account listed above for a cellular telephone and most appropriate monthly usage plan. Abuses of features or privilege, extra service charges or additional equipment purchases may be subject to supervisor approval.

Approval:

______________________________ ________________________________
Department Chair/Director Signature Employee Signature

________________________
Title

________________________
Dean/Vice President Signature (Required) Date