

### 3-20.122

(revised 6/3/09)

#### Personal Communication Device Procedure

Central Washington University's [Personal Communication Device Policy \(2-2.93\)](#), provides for the purchase and use of a personal communication device for university business when it is more efficient or when official business cannot be accommodated by the use of a landline telephone, pager or other communication device. A personal communication device may only be authorized to fulfill a valid business need.

#### (1) University-owned personal communication devices used for university business

Supervisors and appointing authorities may provide a university-owned device to a full-time or part-time employee (including students) with a valid business need. Since university-owned devices are fully funded with state dollars, their usage is restricted to university business use only. Personal use of university-owned devices is strictly prohibited and may result in the individual being taxed for the total value of the device and service in accordance with current [IRS guidelines](#).

Employees who are assigned a university-owned device agree to adhere to the [Personal Communication Device Policy \(2-2.93\)](#) and the [Acceptable and Ethical Use of Information Technology Resources policy \(2-2.39\)](#). The approving department will be responsible for all costs associated with the device, the cost and contractual obligations of the service plan, and any central costs associated with plans providing direct connectivity to CWU's Blackberry Enterprise Server (BES) or use of CWU's NotifyLink Service.

All costs associated with a university-provided personal communication device will be billed through the Information Technology Services (ITS) Department in accordance with university and ITS guidelines and procedures. Such devices remain the property of the university and must be immediately surrendered to the department upon request of the supervisor or appointing authority. Departmental service is immediately terminated upon cessation of the department need.

Appropriate form: [Personal Communication Device Agreement \(PCDA\)](#) form.

#### (2) Employee-owned personal communication devices used for university business

Departments may authorize an allowance to cover the costs related to the employee's purchase of a personal communication device and access plan to utilize for both personal and business purposes. An employee must first meet the eligibility guidelines of section 3.20.122(1) and pass a security review to qualify for this option.

a) Devices: Departments may reimburse the cost of an initial personal communication device up to 50% of the initial cost of the device, when the service is activated. Employees may request reimbursement, not to exceed 50% of the cost, for a replacement device every 2 years.

b) Service Plans and Allowances: The employee's immediate supervisor and appointing authority will determine the appropriate service plan and allowance schedule to meet the business communication needs of the university. The allowance level approved for the employee will be based on the service plan.

The allowance schedule will be reviewed in January of each year, and may be changed to reflect industry rate changes. Employees who desire a more robust and feature rich plan for their personal usage are responsible for their share of the base plan, and all costs associated with the additional services and features. When requested, but no less than on an annual basis, employees must provide his or her immediate supervisor documentation that the appropriate level of service is being maintained, for instance: proof of purchase, contracts, and related documents for personal plans must be retained for auditing purposes.

Any business usage of personally-owned communication devices makes the records for that subject to public records requests and may be disclosed under the state of Washington public records laws ([RCW 42.56](#)).

Plan options fall into one of the following service categories and allowance levels:

- o Voice Only Basic Service: This service level provides limited voice (phone) communication. No data plan is included for access to the Internet, data services, etc. This plan provides basic voice connectivity for individuals who are required to carry a personal communication device primarily for the university's ability to

contact them (such as on-call personnel), but where business related use will normally be limited and infrequent. Allowance: \$30/month

- o Voice Only Extended Service: This service level provides extended or unlimited voice communication. No data service is included for access to the Internet, data service, etc. This plan is primarily for individuals who are frequently away from their offices, who make/receive extensive business phone calls, and where there is considerable benefit to the university by having these individuals carry these devices. Allowance: \$40/month
- o Voice and Basic Data Service: This service level includes the features and services of the voice-only plan, and includes basic/limited data service for Internet access and other data features provided by the service provider. This plan is intended for individuals who require data (browser, email, etc.) access, but where business related data access will be limited and infrequent. Allowance: \$60/month\*
- o Voice and Extended Data Service: This service level includes the features and services of the voice-only plan, and includes unlimited data service for Internet access and other data features provided by the service provider. This plan is intended for individuals who are away from their office areas regularly, and who require extensive data service (browser, email, etc.) access to web content, and other high volume data services. Allowance: \$80/month\*

\* Enhanced basic and extended data service is available which allows direct connectivity to CWU's email/communication services (other than via a browser). If this level of service is required, the employee's department is responsible for payment of all setup/initialization and annual fees associated with the ITS Department to provide connectivity to CWU's BES or NotifyLink Service. For a listing of approved devices for enhanced service, go to [www.cwu.edu/~its/telecom/approved\\_devices.html](http://www.cwu.edu/~its/telecom/approved_devices.html).

Annual costs associated with these services are:

- o Blackberry Enterprise Service (BES): \$125/year
- o NotifyLink Service: \$200/year

Exempt Employees Only: Exempt employees who wish to have enhanced service for email access on their personally owned iPhone or Blackberry may request this service. Such request will be based on one of the following reasons: (1) the employee does not qualify for the monthly allowance; or (2) the employee has voluntarily waived the monthly allowance due to budgetary constraints within the department. The employee's department is responsible for the annual enhanced data service fee, as described above. These requests should be submitted via the Personal Communication Device Agreement (PCDA) form, with an annotation that the employee is not eligible for the monthly allowance but approval is being given for them to receive this level of service or the employee has voluntarily waived the monthly allowance and such waiver is documented on the form by the signature of the employee.

c) Payment of Monthly Personal Communication Device Allowance: An allowance is based on a monthly schedule as developed and approved by the university, and will be distributed to the employee on a semi-monthly schedule as an addition to the employee's paycheck. The department requesting the payment of the allowance is responsible for processing the appropriate paperwork. All allowances are subject to payroll tax withholdings, and do not qualify as compensation for retirement contribution purposes. The allowance does not constitute an increase in base pay, nor will the allowance be included in any percentage calculations for increase to base pay or establishment of base pay related benefits. The allowance may be changed and/or withdrawn by the university at any time. The allowance will only be paid for the months an employee maintains an appropriate level of service. The employee is responsible to immediately inform his/her supervisor of any lapse of service.

Appropriate forms: [Personal Communication Device Agreement \(PCDA\) form](#)  
Personal Action form

d) Special Circumstances Affecting Allowances:

Leave Without Pay (LWOP): An employee receiving an allowance is not eligible for the allowance during periods of LWOP resulting in the employee being paid for less than 80 hours of work or compensated leave during a pay period.

Cyclic assignments: Employees who are employed on less than annual appointments (i.e. 10 month contracts) are not eligible to receive the allowance for months not worked/employed.

Lost, stolen or damaged devices: The employee is responsible for all costs associated with the replacement of lost, stolen, or damaged personally owned devices.

Transfer and termination: Periodically, employees who are receiving an allowance for a personally owned device will become ineligible for a device because of changes in job requirements, transfers, or as a result of personal circumstances with the employee. Depending on the circumstances related to the change in status, the costs associated with terminating the service may rest with the employee or with the University. Examples are:

- o *Promotion:* If an employee is promoted to a position which does not provide a personal communication device allowance and the employee chooses to cancel his/her personal plan, the employee is responsible for any early termination fee associated with the employee's plan and communication device.
- o *Transfer:* If an employee transfers from one position/department to another and the new position or receiving department does not provide a personal communication device allowance and the employee chooses to cancel his/her personal plan, the employee is responsible for any early termination fee associated with the employee's plan and communication device.
- o *Separation:* If an employee leaves his/her position voluntarily or as a result of disciplinary action, the university is not responsible for terminating any personal communication plan, nor will the university be responsible for any early termination or related costs associated with the employee's plan/contract. If the employee leaves the university as a result of a reduction in force, and chooses to discontinue his/her personal plan within 30 days, the university will reimburse the employee for any early termination fee associated with the device/contract.

e) Transitioning from a university-owned device to an allowance for an employee-owned device: With the approval of the department supervisor and principal budget authority, employees assigned a university-owned device may change to an employee-owned device, as long as they meet the requirements of section 3.20.122(2). In doing so, the employee may acquire their own device, and will be reimbursed according to 3.20.122(2), or they may choose to transfer their university-owned device and phone number to their personal account. Transferring university-owned devices and phone numbers to personal accounts must be coordinated with Telecommunications, within the ITS Department. The employee will reimburse the cost of the device based on the following schedule:

- o Device < 6 months old: 50% of the CWU purchase price/tax
- o Device > 6 months old and < 12 months old: 25% of the CWU purchase price/tax
- o Device > 12 months old: No reimbursement to CWU required

Required form: [Personal Communication Device Agreement](#) Form

**(3) Reimbursement for business calls on employee-owned devices**

Departments may authorize reimbursement to employees for occasional, incremental expenses including business calls made on employee-owned communication devices. Incremental business expenses are expenses that result in additional costs above and beyond the employee's normal calling plan (i.e. excess minutes, roaming charges, etc). To be reimbursed, the employee will complete an A-19 form, and attach documentation showing the monthly business calls placed/received on the device and the valid business purpose for all calls identified.

The university will only pay for minutes that are in excess of the base calling plan, and the reimbursement will not exceed the additional charges above the base calling plan. Expenses for minutes included in the base plan, which are used for business purposes, will not be reimbursed.

**(4) Responsibilities and Personal Communication Device Agreement Form**

The following responsibilities and actions are required to request and receive approval for a university provided personal communication device, or to receive a university allowance for use of a personally owned device for university business.

Immediate Supervisor:

1. Evaluate the business needs of employees under supervision to determine if the use of a personal communication device for university business is efficient or if official business cannot be accommodated by the use of a landline telephone, pager or other communication device.
2. Consult with employees to initiate a Personal communication Device Agreement form to authorize the most beneficial and economical personal communication device option and plan based on cost/benefit recommendations provided by the ITS Department. Forward agreement to appointing authority.
3. Make all necessary arrangements for all payments/costs associated with the option and service level requested.
  - a. University-owned device: Monthly service plan charges, device procurement, and central ITS Department annual fees if enhanced service is selected.
  - b. Employee owned device: Monthly allowance and central ITS Department annual fees if Enhanced Service is selected.

Employee:

1. Read Central Washington University's [Personal Communication Device Policy \(2-2.93\)](#), and these procedures to fully understand all options, personal responsibilities, tax implications, limitations, and other aspects of the option and service level requested.
2. In consultation with immediate supervisor, complete the [Personal Communication Device Agreement](#) (PDCA) form,
3. Comply with Central Washington University's [Acceptable and Ethical Use of University Information Technology](#) guidelines.
4. Comply with all applicable laws related to the use of a mobile device while driving.

Appointing Authority:

1. Perform an annual review of all devices and allowances within 30 days of the start of the calendar year, to verify that there remains a valid business reason for the allowance. Results of the review are to be maintained by the Business Unit and available for review, as necessary.
2. Authorize applicable payments based on the selected option and service level requested and forward to Vice-Presidential level for approval if request is for Enhanced Service for a employee-owned device or if selected service level or allowance varies from the most beneficial option to CWU, as recommended by the ITS Department.

Vice-President:

Evaluate and approve requests for employee-owned device allowances when enhanced service level 3 or 4 (direct connection to Blackberry Enterprise or NotifyLink Service) is requested or where the selected service level or allowance varies from the most beneficial option to university, as recommended by the ITS Department.

Information Technology Services Department:

1. Provide appropriate service and coordination for all approved Personal Communication Device Agreements
2. Identify personal communication device options to supervisor and/or appointing authority and recommend the most beneficial and cost effective solution for CWU.
3. Perform annual review of industry pricing and propose adjustments to allowance levels as necessary.
4. Assist in transfer of existing devices and phone numbers to employees selecting Option 2, as necessary.

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Supporting Documents:

[Personal Communication Device Agreement](#) (PDCA) form  
Personal Action Form  
A-19 Invoice Voucher