

PROPOSED REVISION TO: REG 08.00.1: Cellular Telephone

Rationale: This regulation was adopted in 2001 and is redundant in light of the 3D memo guidance adopted in June 2011 <http://ncsu.edu/3d-memos/pdf/3dmemo-100.114-mobile.communication.device.procedures.pdf>. This guidance memo also discussed stipends paid to university employees who use their personal devices to conduct university business.

Request to Be Repeated.

Consultation Process:

2/1/11 Greg Parks, Director, Communications Technologies authorizes transmittal of PRR for review

2/20/11 General Counsel preliminary review

 12/2/11
Vice Chancellor of Finance and Business Review

NC STATE UNIVERSITY
Policies, Regulations and Rules

Authority	Vice Chancellor for Finance and Business
Title	Cellular Telephone
Classification	REG08.00.1
PRR Subject	Information Technology
Contact Info	Communication Technologies (ComTech) Director (919-515-7099)

History: First Issued: August 1, 2001.

Additional References: [Office of Information Technology Services\(ITS\)](#)

1. Purpose:

Cellular telephony can be an effective resource for NC State University to conduct University business when employees are away from their University office. In general, cellular telephones (i.e., telephones connected to a commercial cellular telephone service such as Alltel, NexTel, Verizon, or Cingular) may be assigned to employees for whom the nature of their work requires wide mobility and simultaneous access to the public telephone network. These situations include

providing on-call support after normal University business hours and moving around campus working on University business.

University departments are responsible for choosing cellular telephone rate plans that are the most economical for their department's needs and circumstances. The department should review the monthly bills checking each individual usage and adjust individual cellular plans to assure that the University receives the lowest cost per minute.

2. Regulation:

2.1 Availability

Individuals who require cellular telephone service to conduct University business must obtain approval from the dean or department head of their section. Orders for cellular services and equipment must be placed through the Telecommunications Services Division, Office of Information Technology Services(ITS). Services and equipment must be requested on the Cellular Phone Service Request Authorization form. The form, along with service plans and rates, can be accessed at the Office of Information Technology Website. The ITS contact is Grace Hargis, (919) 981-2643.

2.2 Usage

The services paid for by the University are to be used in the conduct of University business. Non-business calls are prohibited, except in emergency circumstances (as determined by the Department Head) or in unpreventable instances (i.e., incoming calls for which charges will be assessed, and the user has no ability to prevent).

2.3 Control

The employees are responsible for ensuring that all cellular calls are business related. The departmental bookkeeper is expected to review cellular calls on the monthly bills to ensure the appropriateness of all cell calls. Employees are responsible for any cellular telephone assigned to them, and will be responsible for its use and for safeguarding the instrument. Lost or stolen instruments must be reported immediately to the vendor.

2.4 Use of Personal Cellular Service for Business

Reimbursement of the employee for cellular telephone usage for business calls will be handled the same as making business calls away from the office. The employee may request reimbursement monthly. A copy of the cellular bill denoting business related calls must be submitted for reimbursement, with personal calls blacked out for privacy. No reimbursement will be made for the instrument, monthly fees, or the portion of "free" minutes. Reimbursements will be submitted to the employee's bookkeeper for input into the University's Financials System.