



# Cellphone Provision Policy

**Responsible Official:** David Clark, Associate Vice President, Campus Life

**Administering Division/Department:** CL Finance Service Center

**Effective Date:** September 1, 2018

**Last Revision:** November 25<sup>th</sup>, 2020

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## Overview

Campus Life employees may be eligible to have a cellphone and service supplied by the University or to be reimbursed for a portion of their personal cellphone expense if the department manager determines that an employee's job duties include the frequent need for a cellphone. Provision of an Emory-paid device and plan or a reimbursement are not meant to be compensatory, but rather a tool needed to complete the employee's job duties. This policy outlines eligibility requirements and guidelines under which a cellphone and/or service is provided. Campus Life reserves the right to change or cancel any plan provided by the Division.

## Applicability

All departments in Campus Life.

## Policy Details

**Eligibility** – Campus Life exempt employees whose jobs require frequent work outside of the office or whose responsibilities require accessibility regardless of time or place are eligible for either an Emory provided cellphone and service or for a cellphone expense reimbursement with department management approval. Exceptions to the standard eligibility criteria should be approved and documented by department management. This policy does not include the provision of, or reimbursement for, non-cellphone mobile devices.

**Emory-Provided Cellphones** - Emory-provided phones will be the base model available as outlined in the cellphone service provider, currently Verizon Wireless. The device is the property of Emory University and must be surrendered upon separation from the University or the Division of CampusLife. These cellphones are intended for business use with minimal personal use.



**Device Upgrades** – Campus Life will cover up to \$249.99 of device purchase or upgrades available under Emory’s Verizon contract as needed by employees. Only one device upgrade will be covered under each contract. Cases where an upgrade is requested prior to contract expiration will need to be approved by departmental management. If employees wish to purchase a cellphone that costs more than \$249.99, they must purchase the device with their personal funds and use the cellphone expense reimbursement option below. The device upgrade limit is based on the standard cell phone upgrade and will be reviewed every year by Campus Life’s offices of Technology and Finance.

**Service Plans** – Plans and pricing change frequently. Emory-provided cellphones will come with the standard plan negotiated between Emory and the service carrier. Typical plans allow for unlimited voice minutes and texting; however, current plan details will be provided once an employee is approved for a phone. Any costs incurred due to plan overages are the responsibility of the employee. Any additional services outside the provided plan are the responsibility of the employee.

**Cellphone Expense Reimbursement Option** – Employees may be approved for personal cellphone expense reimbursement when the employee’s job duties require them to maintain and use their personal cellphones to fulfill university purposes. Employees may submit personal cellphone bills for reimbursement *up to* \$60 per month. Requests do not have to be submitted monthly, however reimbursement requests must be applied to the corresponding fiscal year. Personal cellphone bills should not be paid with an Emory purchasing card or corporate card.

**Insurance and Liability** – Insurance is not provided on Emory-provided cellphones. Employees may opt to purchase AppleCare or other insurance out of pocket, which is advised for employee-owned phones. In the event that a phone is lost, stolen, or damaged, a replacement phone may be provided that may be an older model or a refurbished unit.

**Phone Numbers and Porting** – Personal phone numbers may be ported to Emory-owned cellphones at no cost to the employee; however, the phone number then becomes the property of Campus Life. Any expense incurred by porting the number back to a personal device or plan will be the responsibility of the employee. Campus Life reserves the right to publically publish any phone numbers associated with plans paid by Campus Life.

**Desk phones** – The Campus Life standard set up for employees is to have one method of phone service (Either desk phone or cell phone), this means that employees who have a cell phone should not have a desk phone. Cases that warrant the continued use of both a desk and a cellphone (for example - poor cell signal or jobs with lots of phone conversation) need to be approved and documented by department management.

**Department Management Responsibilities** – Department Management is responsible for:

- Providing justification and approval of the employee need for cellphone
- Discussing and determining with the employee the appropriate cellphone needs (Emory provided, or reimbursement)
- Reviewing, no less than annually, the departmental need for cellphones
- Ensuring service is discontinued upon an employee’s separation from Emory or Campus Life and that devices are returned.



- Allocating an appropriate budget to cover cellphone's upfront and monthly charges

## **Related Links**

[Cellphone service/reimbursement request form](#)

## **Revision History**

Revision – July 2018

Revision – February 2016

Revision – December 9, 2015

Original Publication July 2015



## Policy Acknowledgement Form

Name		Department	
Email		Approved by	
Method of Cellphone Provision	<input type="checkbox"/> Emory provided cellphone	<input type="checkbox"/> Monthly reimbursement	
Require both desk phone and cell phone?	<input type="checkbox"/> No (standard)	<input type="checkbox"/> Yes (document in section B)	

## Management Approval and Acknowledgement

### A. Cellphone Purpose/Justification

Please check one or more of the following:

<input type="checkbox"/>	University Purpose
<input type="checkbox"/>	Safety requirements indicate having a cellphone is an integral part of performing duties of job description
<input type="checkbox"/>	More than 50% of the work is conducted in the field
<input type="checkbox"/>	Employee is required to be contacted on a regular basis
<input type="checkbox"/>	Employee is required to be on-call (24/7)
<input type="checkbox"/>	Employee is a critical decision maker

Other (Use this space to document any other cell phone purposes):

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### B. Exceptions to Policy or Special Circumstances:

(Use this space to document any exceptions to the policy or other special circumstances):

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### C. Acknowledgement of Management Responsibilities:

By signing below, I am indicating that I have read the cellphone policy and acknowledge my responsibilities as manager:

- I have provided proper justification and approval of the employee need for cellphone
- I have discussed and determined with my employee the appropriate cellphone needs (Emory provided, or reimbursement)
- I will review, no less than annually, the departmental need for cellphones
- I will ensure that service is discontinued upon an employee's separation from Emory or Campus Life and devices are returned.
- I have allocated appropriate departmental budget funds to cover cellphone's upfront and monthly charges

X

Manager Signature and Date



## Employee Acknowledgement

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By signing below, I am indicating that I have read and acknowledge my responsibilities as cellphone holder:

- If I have an Emory provided cellphone, I understand that the device is the property of Emory University and must be surrendered upon separation from the University or Emory Campus Life
- If I am using the cell phone reimbursement method, I will submit reimbursement requests on a timely basis
- I will use the cellphone in accordance with my job duties and will maintain minimal personal use
- I will promptly inform my management if my phone service needs change (requiring or no longer requiring cellphone and/or desk phone)

X

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**Employee Signature and Date**