CSU East Bay
Policy On Wireless Devices for Business Use

The University is implementing a policy that will provide designated employees a semi-annual stipend for the purchase of a wireless device/service. Examples of wireless devices are cell phones, smart phones/personal digital assistants (PDA).

- This process applies to employees who are required by the university to carry a wireless device so as to be available to the university (generally 24/7) while away from campus and/or to use a wireless device as an integral, non-optional tool in performing their assigned duties.
- Appropriate administrators in each division (President, VP’s, CIO) will determine if an employee is required to have a wireless device for university business.

Options
For those employees who have been assigned to carry such a device, the university offers two options. The decision regarding which option to use will be determined by the employee and their administrator.

Option One: University-owned device; Nextel/Sprint Push-to-Talk and AT&T “floater phones” only
1. The use of the device is for business use only. **Personal use is prohibited.**
2. The arrangement is between the University and the provider.
3. The employee/administrator will submit a purchase request to Purchasing to acquire the device/service.
4. Monthly statements will be processed via the campus Pcard which includes review/approval by the employee and their administrator.

Option Two: Personally-owned device
1. This option makes a taxable allowance to the employee in advance and leaves the purchase of the wireless device and the service plan/provider up to the employee. The cellular service agreement is between the employee and the provider; the university is not involved in the agreement with the provider.
2. The university will provide **two** expense allowance payments per year toward the acquisition/update of a device and the allowance toward service fees. The first payment will be made in January and will include $150 for equipment and six
months of service; the second payment will be processed in July and will cover the remaining six months of service for that year. The service fee allowance is determined on whether the employee is required to have a Data Only plan ($50/month), a Voice Only plan ($70/month) or a Voice, Text and Data plan ($110/month). Therefore, employees covered by Option Two will receive annually $750, $990 or $1,470 depending on the service plan.

3. The expense allowance will be reported by the University as taxable W-2 income.
4. Division administrators may not use this expense allowance as a salary supplement.
5. The division Vice President will create a comprehensive list of employees to receive a stipend under Option 2 indicating the service plan authorized. The Vice President’s signature on this list will indicate their authorization for the stipend.
6. The list must be attached to a Check Request and submitted to Accounts Payable by January 15th and July 15th each year.

Additional information:
- No further expense allowances or reimbursements will be made.
- Any expenses above and beyond what is outlined here, including the cost of changes in phone numbers are the responsibility of the employee.
- ITS may provide a list of cell/smart phone/PDA units for which they provide support.
- ITS may provide policy addendums that address information security expectations.