



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	FIN-4103	Policy Title:	Employee Cellular/Mobile Phone and Device Policy
Effective:	04/01/2024	Responsible Office:	Controller’s Office
Date Approved:	03/01/2024	Approval:	Executive Vice President and Chief Operating Officer
Replaces Policy Dated:	N/A	Responsible University Official:	Senior Associate Vice President & Controller

PURPOSE:

This establishes the University policy on the procurement and purchase of work-related cellular phones and devices and the service and carrier costs for such devices.

SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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POLICY STATEMENT:

FIN-4103.1 – Policy

Except in limited circumstances noted below, the University of Richmond (UR) does not provide University cell phones nor reimburse employees for cell/mobile phones, equipment or mobile plan service costs, even in cases where employees may use personal devices in the course of their work. Employees are not required to own cell/mobile phones as a condition of employment but must ensure they can meet job expectations, which may include being accessible for on-call situations.

University funds (including restricted funds and professional development funds) may not be used to purchase mobile phones nor reimburse or carry service contracts used by employees, except as noted below.

The University will continue to make a limited number of cell phones, cellular enabled devices such as iPads, and mobile hotspots available to departments for shared use during on-call rotations or on a check-out basis. These devices may be used only for University business needs and are not intended for personal use.

University employees whose primary job responsibilities require extensive travel on behalf of the University or whose primary job responsibilities include serving as the first point of contact for emergencies may be eligible to receive a cell phone allowance. (Employees whose responsibilities include serving in on-call rotations for emergencies are not eligible for a cell phone allowance, but may utilize the department's shared on-call phone(s) during their assigned rotation). The University will review the allowance amount regularly and reserves the right to adjust at its discretion.

In rare circumstances, UR will reimburse employees for special add-on mobile phone / data usage costs that are required for work responsibilities, for example charges for international service for international travel required by UR. Exceptions may only be made with written approval of the appropriate Vice President and the EVP/COO.

Cell Phone Allowances

Employees who are eligible to receive a cell phone allowance are responsible for selecting and contracting with a carrier and paying for the plan they desire. Employees are also responsible for choosing and purchasing their own device and, if desired, any additional equipment and/or insurance. There is no additional allowance for device purchases or upgrades. Any replacement for loss or damage will be at the expense of the employee. Payment of bills for the service plan and device are the sole responsibility of the employee, not the University.

Any employee receiving an allowance must provide their department with the device phone number and maintain active cell phone service in order to continue receiving payment. Employees are not required to itemize their professional versus personal use of the phone or turn in monthly documentation, but they should retain proof of purchase and monthly service plan records to document eligibility for participation in the program.

The purpose of this allowance is to help defray the business cost associated with owning and maintaining a device and plan for employees whose primary job responsibilities require extensive travel on behalf of the University. It is not intended to cover 100% of the costs. Any costs not covered by the monthly allowance are the employee's responsibility. Employees may not use University resources (including restricted or professional development funds) to pay for cell phone service, equipment, or accessories.

If an employee becomes ineligible for the cell phone allowance (due to a change in jobs, change in job duties, separation from the University, etc.), any fees associated with the device, remaining service contract charges, or service contract change or cancellation fees are the responsibility of the employee.

If there are problems with service or the device, the employee will need to work directly with their service provider for resolution. The University cannot accept any liability for claims, charges, or disputes between the employee and the service provider.

Provision for iPads and Other Cellular-Enabled Devices

To the extent that an iPad or other internet-enabled device is required for a University business purpose, such a device may be purchased using University funds through the existing IS procurement process. Such devices remain University property. University supported cellular plans associated with such devices assigned to individuals will be discontinued June 30, 2024. The University will maintain some internet-enabled equipment with associated plans for use by departments for necessary business purposes.

Security Requirements

All University employees are responsible for protecting university information no matter where it is stored or accessed. Employees must ensure they are in compliance with all applicable university data security and software requirements and policies.

RELATED POLICIES:

FIN 4101-Use of University Funds and Financial Responsibilities

POLICY BACKGROUND:

Policy was reviewed by President's Cabinet and school Deans prior to approval.

POLICY CONTACTS:

Senior Associate Vice President and University Controller