

Central Washington University Personal Communication Device Policy

1.0 POLICY

Central Washington University is committed to providing essential, business-related tools and services to its faculty and staff in a manner which promotes the proper stewardship of assets; complies with IRS, federal, state and university regulatory requirements; establishes a framework for consistent decision-making; and reduces or eliminates administrative costs whenever possible. Cellular phones and cellular data services are such devices, as they can offer efficiency for University employees having legitimate business needs for this technology. This policy applies to wireless devices used for voice communication. Wireless devices used for text, data, or e-mail communication are not addressed by this policy unless such devices are also used for voice communication.

When it is more efficient or when official business cannot be accommodated by the use of a landline telephone, pager, or other communication device, use of a cellular telephone may be required to perform University business functions. In such circumstances, appointing authorities and supervisors determine the business cellular communication needs of employees.

The use of a personal communication device by an employee of CWU is for the benefit of the University in the furtherance of its mission, rather than the convenience of the employee. A personal communication device will be provided only to an employee who is asked by his or her supervisor to carry such a device. An employee may not self-determine that a device is required.

If an employee is required to carry a personal communication device in order to perform his/her duties, a department has three options.

1. The employee may obtain University approval to obtain a University owned device.
2. The employee may obtain University approval to receive an allowance to cover the costs related to the purchase of a personal access plan and personal communication device , and to utilize that device for both personal and business purposes.
3. Employees who require occasional minimal use of a personal communication device may obtain reimbursement for business use of a personal cellular phone.

Details related to these options, approved procedures for granting use of a personal communication device, and limitations/guidelines are included in CWU's Personal Communication Device Procedure.

2.0 QUALIFICATIONS FOR SPONSORED PROJECTS AND GRANTS

Purchasing and maintaining connectivity on a personal communication device for a sponsored project/grant may be acceptable when the grant or contract language stipulates that the University principle investigators, other research personnel or instrumentation need such connectivity devices during the course of carrying out the project/research requirements. In this case, the need for a communication device would be documented in the grant proposal and budget justification during the grant submission process; and the sponsor would approve (or not specifically disapprove) this expense as a direct charge on the grant.

The use of the communication device would be fully devoted to and for the sole use in the project/research, necessary for the project, and included in the approved budget. In such case the principal investigator would need to ensure that the monthly recurring charges and the communication device are clearly identified as part of the initial budget request.

3.0 USE WHILE DRIVING

University drivers are to observe the requirements of any applicable laws or ordinances regarding cellular telephone use while driving.