



University Provided Mobile Device Eligibility Policy

Effective Date: October 12, 2018

I. Policy Statement

This policy pertains to University employees whose job responsibilities are facilitated by the use of University provided cellular phones and other cellular network enabled wireless devices in order to perform their job requirements in a responsive and efficient manner. This policy pertains to those mobile computing devices that require contracts with a cellular network provider.

Guiding Principle:

The use of a University provided cell phone, tablet or other cellular network enabled device (herein after referred to as “mobile devices”) by an employee is for the benefit of the University and those who need to communicate with the employee on behalf of the University, rather than for the convenience of the employee. This device must be used for the benefit of the University in the performance of University business, as expressly authorized by the area’s respective Vice President.

General Considerations:

New Jersey Institute of Technology is a public research university and as stewards of public funds, must ensure that all financial transactions are reasonable, appropriate, and necessary while meeting all applicable Federal and State standards and University policies. Business transactions conducted through the University need to stand the test of public scrutiny as well as internal and external audits. While recognizing that properly used mobile devices facilitate University business, the University must manage the costs, risks, and administrative burden associated with such use. Mobile devices issued are intended for University business and are subject to the University’s [Acceptable Use Policy for Cyber Resources](#). Personal use of University issued devices is permitted on a de minimis basis, and should not be abused. The contents of University issued mobile devices used to conduct University business are subject to litigation holds and e-discovery as determined by the University’s Office of General Counsel.

II. Eligibility

Employee Eligibility

Senior level university leadership; defined as the President, Senior/Vice Presidents, Senior/Vice Provosts, and Deans are eligible for university provided mobile device(s) to facilitate conducting University business.

Essential employees may be added to the University mobile device program after written business justification is approved at the department, division, and Vice President level. Justification requires a recurring need for University business use.

Each department will be required to provide appropriate budget to cover equipment and monthly usage costs for all approved devices.

All University provided mobile devices, and accessories, shall be purchased through the University's purchasing system and include a copy of the approved justification request. Eligibility to continue participating in the Mobile Device program, will be determined annually in April, and will require Vice President approval based upon usage and job requirements.

Grant-Funded Mobile Devices

Any grant-funded mobile devices with service plans will need approval of the Office of Research as well as a pre-determined end date in order to coincide with the end date of the grant. Any employees requesting a University mobile device, with service plans which will be charged to ICR grant funds, in compliance with the ICR Policy, will require the approval of the Office of Research, in addition to the area Vice President. Any service provided must be within the performance period of the grant.

III. Application of Policy

The University Provided Mobile Device Eligibility Policy and program will be administered by the Information Services & Technology (IST) department. Authorized employees will be assigned an appropriate device and service plan from an approved list providing that budget is available for purchase of the device and the monthly service plan; and with business justification approval as outlined in Article II. Exceptions to this protocol must be requested in writing with a demonstrated business need. Specific protocols for those participating in the Mobile Device program are published on the IST Website.

All expenses related to mobile devices are expected to be reasonable, appropriate, and necessary.

The University retains ownership and inventory controls of all devices.

A. Usage

All calling plans will be administered by the IST Department based on job requirements, average usage, and calling/data plans available by the University's carriers.

All calling plans will be based on domestic usage, unless job requirements require an international plan.

Employees requiring a short-term plan adjustment must call x2900 with details of needed plan changes. Any additional fees will be billed to the employee's departmental unrestricted index via the monthly clearing accounts.

B. Equipment

All mobile device equipment purchases will be processed through the University Purchasing Department in accordance with devices as approved by the IST department and will be charged to the employee's departmental index.

In accordance with the safekeeping and proper functionality of University owned mobile devices, certain accessories will be provided as part of the University's purchase of a mobile device. Those items include but are not limited to:

- Protective Case
- Screen Protector
- Replacement Chargers

C. Employee Responsibility

Each employee shall be responsible for the safekeeping, care, and custody of the mobile device assigned. The employee will maintain a current back-up of the device to prevent the possibility of lost data.

Each employee is responsible to share their mobile number with University employees who may need to communicate with those individuals to conduct University business.

Abusing the use of University issued mobile devices may result in the revocation of privileges and other disciplinary action, including the suspension of cellular phone privileges. Violations may subject employees to disciplinary action.

Under no circumstances are employees required to place themselves at risk, or break the law, to fulfill business needs by communicating on a mobile device while driving. Employees who are charged with traffic violations resulting from the use of their University provided mobile device while driving will be responsible for all financial liabilities and associated penalties that result from such actions.

D. Reimbursement

The University considers the cost of a mobile device for personal use to be a personal expense. The University does not provide reimbursement for internet connectivity from home; the employee is responsible for all costs related to this service.

Reimbursement for a mobile device, and/or monthly usage fees, outside of the above eligibility requirements, will occur only with the approval of the area Vice President, and must be submitted through Chrome River.

In exceptional cases where employees use personal mobile devices for unplanned work related to a campus or University event, the employee may receive a pro-rated reimbursement for that usage by submitting their bill via Chrome River with an explanation of the event. This is subject to the approval of the area Vice President.

IV. Equipment Protocol

Lifecycle of Mobile Devices

The average lifecycle of a smartphone is two (2) years; with tablets and laptop computers having average lifecycles of at least three (3) years. University owned smartphones may be upgraded after two years of use. At that time, the current device must be turned in to the IST Department for repurposing or internal secondary market use at the discretion of the University.

Lost, Stolen, or Damaged Mobile Devices

Employees should enable passcodes and tracking capabilities on mobile devices (e.g. Find My iPhone). In the event that a mobile device is lost or stolen, employees should (a) notify their department head, (b) file a report with the NJIT Department of Public Safety, and (c) provide a copy of the police report to the IST Department.

In the event that a mobile device is damaged, the employee must contact the IST Department and it will be evaluated for repair/replacement. Lost, stolen or damaged (beyond repair) mobile devices may be replaced with the approval of the employee's Dean, area Vice President or Divisional Business Manager and subject to departmental budget availability.

End of Employment

An employee who voluntarily terminates his/her employment, or is terminated, must immediately return the mobile device to the Department Head. An employee whose job responsibilities have changed resulting in ineligibility for a mobile device must return the device to the Department head. The department will coordinate with the IST Department to follow a defined protocol for retaining data that may constitute a University record or

otherwise subject to litigation. Upon service plan deactivation, the IST Department will coordinate eliminating the future monthly service charge through the mobile service provider. Once the line is discontinued, any unused pre-allocated budget will be reflected in a one-time adjustment and will be coordinated between the IST Department and the Budget Office.

At the discretion of the area Vice President, an employee's mobile number may be ported over from a University owned device to a personal device. The area Vice President's office will approve this determination and inform the IST Department to initiate this process through the mobile service provider.

EFFECTIVE DATE OF POLICY

This policy takes effect upon adoption, and supersedes and revokes any former reasonable accommodation policies and procedures.

REVIEW:

 10/12/18

Holly C. Stern, Esq. Date
General Counsel
Vice President for Legal Affairs


APPROVAL:

 10.29.18

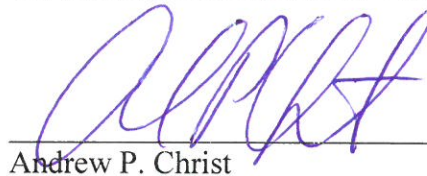
Joel S. Bloom Date
President

 10/22/18

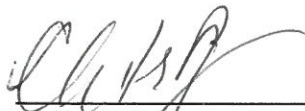
Fadi P. Deek Date
Provost & Senior Executive Vice President

 10/12/18

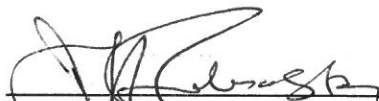
Edward J. Bishop, Sr. Date
Senior Vice President for Finance &
Chief Financial Officer

 10/16/18


Andrew P. Christ Date
Vice President for Real Estate
Development & Capital Operations

 10/12/18

Chitra S. Iyer Date
Vice President for Human Resources



Donald H. Sebastian Date
Senior Vice President for Technology &
Business Development
President & CEO of NJII

 10/12/18

Kenneth Alexo, Jr. Date
Vice President Development & Alumni Relations

 10/12/18

Simon Nynens Date
Vice President of Business Incubation and
Executive Director of Commercialization