

ADMINISTRATIVE DIVISION Information Technology Services and Support		POLICY NUMBER 400
POLICY TITLE Cellular Devices		
DATE OF REVISION December 9, 2024		
RESPONSIBLE OFFICER Vice Chancellor for Information Technology	ADMINISTRATIVE OFFICE Information Technology	

PURPOSE

It is the policy of the University to provide the equipment, services, and other resources necessary for its faculty and staff to discharge their job-related responsibilities properly. Cellular and wireless telephones and devices may be included among these resources.

DEFINITIONS

Cellular Devices: Any portable device that uses cellular networks to make and receive calls, send text messages, or access the internet.

POLICY STATEMENT

The Office of Information Technology Services and Support (ITSS) at the University of South Carolina Beaufort (USCB) maintains an account with a South Carolina State Contract cell phone equipment and service contractor to provide cellular devices to University employees.

It is the responsibility of the Vice Chancellor or Director to justify the need for an individual under his or her management to have a cellular device. The device will be authorized if at least one of the following criteria is met:

- The job function of the employee requires them to be outside their assigned office or work area 50% or more of the time and an immediate response is required when contacted.
- The job function of the employee requires them to be accessible outside of scheduled or normal working hours.
- The employee is a critical University decision maker who needs to be immediately accessible.
- Efficiency and productivity gains cover the cost. Business case will be required prior to assignment.

PROCEDURES

A. Departmental Cell Phone

1. For departmental cell phones obtained through the University contract with its wireless provider, all provisions contained within USC policy BUSF 7.08 must be adhered to. A Cell Phone Request Form with appropriate signature authority must be submitted to the ITSS department.
2. If an employee is terminated, resigns, transfers, or is no longer eligible for a cellular device, the employee's supervisor must notify the ITSS department immediately. The cellular device is considered University property and proper return of equipment must be followed.

B. Cell Phone Reimbursement

In the event that the employee meets the criteria for a cellular device but declines a University owned departmental cell phone, they may request to be reimbursed for business related activity on their personal device.

1. USCB offers two levels of reimbursement to employees based on the plan required by their job duties

\$28.00 per month – talk & text

\$40.00 per month – talk, text, and data

The employee is responsible for the purchase of the device and the device is considered property of the employee. All costs associated with maintenance of the device, such as repair, replacement, or upgrade, are the responsibility of the employee. The dollar amount of the reimbursement is based on discounted pricing available through the University contract with its wireless service provider and will be reviewed annually. The amount is a maximum reimbursement and personal lines that are less expensive than the maximum will only be reimbursed up to the amount the employee actually paid.

2. To qualify, the employee must fill out the Cell Phone Reimbursement Request Form and obtain the approval of their Department Head or Vice Chancellor. A copy of the form must be submitted each month to Accounts Payable with a paid receipt and cell phone bill detail.
3. Access to University data and distribution of sensitive or protected data through an employee's personal communication device is subject to USC policy IT 3.00, UNIV 1.51, UNIV 1.52, and state and federal laws. Access to and distribution of such information is only authorized if it is within the scope of the employee's job duties at USCB.

RELATED UNIVERSITY AND STATE POLICIES

FINA 7.08	Cellular and Wireless Telephone Devices
HR 1.84	Minimum Wage, Official Workweek, and Overtime Compensation
IT 1.00	Information Technology Resources Procurement

IT 3.00 Information Security
UNIV 1.51 Data and Information Governance
UNIV 1.52 Responsible Use of Data, Technology, and User Credentials
UNIV 2.00 Freedom of Information Policy

HISTORY OF REVISIONS

December 9, 2024