

University of Rhode Island **Contracting for University Owned Cell Phone Procedures**

An option is available for employees to be issued a URI cell phone or electronic communication device.

Positions authorized for URI cell phone usage are determined by the following criteria:

- Safety requirements indicate having cell phone is an integral part of performing duties of job description
- More than 50% of work is conducted in the field
- Required to be contacted on a regular basis
- Required to be on-call (24/7)
- Critical decision maker
- Other business requirement

This may also include the following

- Employees that utilize “departmental” cell phone or 2 way radio / push to talk
- Employees whose URI provided cell phone minutes are included in a “pooled” cell phone plan

The following guidelines must be followed:

- Cell phone and plan choices are subject to the State Master Price Agreement(s) for this service.
- URI Department is required to budget the annual cell phone charges for employees.
- Cell phone, accessories, service plans or other fees will be purchased, licensed or directly billed to URI. All equipment is the property of the University.
- The cell phone service is owned by the University and therefore is to be used primarily for business calls. The employee who receives a cell phone must follow the URI /State of RI Telecommunication Policies and Procedures outlined in the University A-54 Policies and Procedures.
- The employee must follow all reimbursement procedures as outlined in [A-54](#) both monthly and annually.
- At least one individual must be named in all cases, as the responsible party for the cellular device.

A general guideline for plan levels:

Radio/Push-to-talk only: No cellular service, two way radio only.

1st Level: Employee who has light to moderate usage of the cell phone for business purposes, 450 minutes or less with unlimited text messages.

2nd Level: Employee who has moderate to heavy usage of the cell phone for business purposes, 450 – 900 minutes with unlimited text messages.

3rd Level: Employee who has very heavy usage of the cell phone for business purposes, over 900 minutes, unlimited text messages and data services for PDA/Blackberry, such as email and calendar.

4th Level: If extra ordinary circumstances require additional or expanded cell or data service not included in Level 1 to 3, then an exception may be granted.

Rates: Rates for each level will be established by the State Master Price Agreements. The above is meant only as a general guideline when selecting a plan and conforms to the University's stipend policy as well.

New Requests and Renewals

A University Cell Phone Request Form must be completed by the employee and forwarded to the Department's Business Office to determine the appropriate level and to obtain a quote from the MPA vendor(s) . The form along with the quote and a signed college requisition will then be forwarded to the appropriate authorized signatory. The department level Dean, Director or Department Head must also sign the University Cell Phone Request Form.

Department must have funds budgeted for the annual cell phone cost in account 5320

Renewals need to be completed prior to the expiration of the contract term, as established by the Master Price Agreement.

Changes or Discontinuing Service

The Employee's supervisor is responsible for an annual review of the business need for a cell phone to determine if the service should be changed or discontinued. If a University decision is made which results in changing or discontinuing the cell phone service during the year or if the employee is terminated, the employee is responsible for turning in the phone and all accessories to the Property Department. Termination of service will then be the department's responsibility. Failure to do so will result in additional charges as outlined in the Telecommunications Policy/Procedures A54.

Security

Individuals are also reminded that University owned cell phones and the information contained within are the property of the University and all precautions should be taken to protect this information accordingly. Individual users as well as the requisitioning departments are required to review the URI Telecommunications Policy/Procedure A54 before requesting and contracting for a University owned cell phone. As it relates to security measures, individuals and requisitioning departments should also familiarize themselves with the policies outlined by the State's Division of Information Technology ; particularly sections 09-01 and 10-04 which can be found at: www.doit.ri.gov/policy/