Cell Phone Provision Policy

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Administering Division/Department: CL Finance Service Center
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Last Revision: February 19, 2016

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Overview

Campus Life employees may be eligible to have a cell phone and service supplied by the University or to be reimbursed for a portion of their personal cell phone expense. This policy outlines eligibility requirements and guidelines under which a cell phone and/or service is provided. Campus Life reserves the right to change or cancel any plan provided by the Division.

Applicability

All departments and centers in the division of Campus Life.

Policy Details

Eligibility – Campus Life employees whose jobs require frequent work outside the office or whose responsibilities require accessibility regardless of time or place are eligible for either an Emory provided cell phone and service or for a cell phone expense reimbursement with Department/Center Head approval.

Devices and Plans provided by Emory - Emory provided phones will be the base model available at little or no cost as outlined in the cell phone service provider, currently Verizon Wireless. The device is the property of Emory University and must be surrendered upon separation from the University or the Division of Campus Life.

Device Upgrades – Although most service providers allow for upgrades to devices after a period of time, Campus Life will only pay to upgrade to the free/minimal cost device available under Emory’s contract. Employees wishing a newer model phone may use personal funds to pay the cost difference. At that time the phone will become the property of the employee though the phone number remains the property of Campus Life. Upon separation from the University, employees who have purchased their phone must also transfer the remainder of their service plan to a personal account. Failure to do so within five business days will result in the deactivation of the number and any plan cancellation penalties will be the responsibility of the employee.

Service Plans – Plans and pricing change frequently. Emory provided cell phones will come with the standard plan negotiated between Emory and the service carrier. Typical plans allow for unlimited voice minutes and texting, however current plan details will be provided once an employee is approved for a phone. Any costs incurred due to plan overages are the responsibility of the employee. Any additional services outside the provided plan are the responsibility of the employee.
Insurance and Liability – Insurance is not provided on Emory provided cell phones. Employees may opt to purchase AppleCare or other insurance out of pocket and is strongly advised for employee owned phones. In the event that a phone is lost, stolen or damaged, a replacement phone may be provided that may be an older model or a refurbished unit.

Phone Numbers and Porting – Personal phone numbers may be ported to Emory owned cell phones at no cost to the employee, however the phone number then becomes the property of Campus Life. Any expense incurred by porting the number back to a personal device or plan will be the responsibility of the employee. The Division reserves the right to publicly publish any phone numbers associated with plans paid by Campus Life.

Cell Phone Expense Reimbursement Option – Employees may be approved for personal cell phone expense reimbursement only or may choose this option if they have been approved for an Emory provided cell phone. Employees may submit personal cell phone bills for reimbursement up to $60 per month. Requests do not needed to be submitted monthly, however reimbursement requests must be applied to the corresponding fiscal year. Personal cell phone bills should not be paid with an Emory purchasing card or corporate card.

Desk phones – Starting January 1, 2016, employees who have an Emory provided cell phone will no longer have a desk phone provided. Certain circumstances (poor cell signal or jobs with lots of phone conversation) may warrant both a desk and mobile phone. The senior ELT member for the unit will have the final decision regarding phone service utilized by individuals.

By signing this form, I am indicating that I have read and understand the policy above.

____________________________________
Name

____________________________________
Signature Date

____________________________________
Supervisor / Director Name

____________________________________
Supervisor / Director Signature Date

Related Links
Cell phone service/reimbursement request form

Revision History
Revision – February 2016
Revision – December 9, 2015
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