

Cell Phone Use Policy for University of Arkansas Division of Agriculture

Cell phones are provided to some Division employees for use as productivity and accessibility enhancement tools. Such provision is for the benefit of the Division, allowing access to these individuals after hours, while away from their official work station, and while in travel status. It is burdensome to require these individuals to carry more than one telephone to achieve access to both family and business. Therefore, personal use that does not conflict with Division use of cell phone devices is permitted. Such personal use should be limited in both occurrence and duration. Such use shall not be considered a perquisite or entitlement. All division-issued cell phones should be purchased using the pre-negotiated contract which requires participation in the associated rate plan. In the event that the contract is not available to a particular employee due to his/her location, it shall be the responsibility of that employee to select a rate plan that most efficiently accomplishes the Division business-use calling pattern.

Costs incurred by the Division for personal, non-business related use of division-provided cell phones are to be reimbursed by the employee. Such reimbursement shall be made to the Division on a regular basis (no less than semi-annually, or whenever accumulated personal expenses exceed \$25) and credited to the specific cost center to which the original expense was charged. Calls made to notify others as to the employee's whereabouts when traveling in connection with Division business can be considered business use.

AES Implementation plan for Cell Phone Use Policy

Each unit will provide a monthly detailed cell phone usage report to each employee who has a division issued cell phone.

A cover form with a reference to the cell phone use policy and a statement of compliance will be included with the report.

Cover form statement:

I am familiar with the Division Cell Phone Use Policy (PMGS-07-1) and have reviewed the monthly usage for the division cell phone that is issued to me. I am in compliance with the policy and have reimbursed the Division for personal usage in accordance with it.

Total bill: \$ _____

Personal use: \$ _____

Signed _____ Dated _____

Each employee will review their phone usage, sign the compliance statement and return to the unit administrative office along with remittance of any required reimbursement.

Each unit will deposit reimbursements as per policy.

Each unit should maintain a file of the reports and the signed compliance statements (with copies of reimbursements).

CES Implementation Plan for Cell Phone Use Policy

Subject: New Cell Phone reports* available to Managers

Financial Services provides monthly detailed phone expense reports for each Extension employee's cell phone that is paid for by Extension funds. Each employee will review their phone usage, sign the compliance statement, and return to the department's financial manager along with remittance of any personal reimbursement. Personal reimbursements may be made monthly for the exact amount or can accumulate to \$25 before remittance are made.

The employee reimbursement will be credited to the departmental budget or grant in which the personal cell phone charges were incurred.

Each financial manager will be able to access the monthly reports for his/her department(s) at <ftp://ereport.uaex.edu>. Use your Intranet ID and Password to login.

A statement of compliance will be included with the report and requires the employee's signature, and the record kept in the department.

Statement:

I have reviewed the monthly usage for the Division cell phone that is issued to me and have reimbursed the Division for personal usage in accordance with the Cell Phone Policy.

Signed _____ Dated _____

* These reports are for Cingular only. The few accounts we have with Alltel are not shown.