

California State University, Bakersfield

Cellular Telephone Policy (Effective October 2005)

MPP's, by the nature of their responsibilities, require some University employees to have cell phones so they can help conduct the University's business efficiently. The appropriate Dean or Division Director has the authority to decide which employees require cell phones to carry out their job responsibilities. The Division's budget will pay the current campus cellular contracted rate, which can be found on the Telecommunications WEB site at <http://www.csub.edu/tii/>. Employees will reimburse the department for any personal usage over the base 300 minute allocation at a rate of \$.10 per minute and any associated costs for the personal call. The appropriate Cabinet Officer will approve requests for equipment, features and services beyond the basic plans the University provides. The University Dean or Division Director will receive copies of the bills and is responsible for monitoring the bills to ensure calls are appropriate to university business.

The department will bear all costs for approved cellular phones, which include, but are not limited to, equipment, services, service activation, monthly services, feature charges, usage charges, roaming fees, taxes, and surcharges. Telecommunications will bill for campus contracted cell phone services each month.

If an employee requests and if the Dean or Division Director approves, an employee may receive reimbursement for their personal cell phone when it is used for University business. The Department will reimburse the employee based on the current campus cellular contracted costs posted on the Telecommunications WEB site. Any reimbursement for business use exceeding the campus cellular contracted costs or services requires Cabinet approval.

The employee is responsible for maintaining the security of the device and for notifying Telecommunications if the phone is lost or not functioning properly.

Note: Rates in this policy are as of May 2005 and subject to change based on the university contract with the supplier. The latest contracted rates can be found on the Telecommunications WEB site.

By referencing the contract we cover all possibilities and any changes in the contract such as new services, different rates, or items we overlooked.

(any associated costs for the personal calls) this language will cover costs like roaming fees, surcharge, or any hidden costs.