

COMMUNICATION DEVICE and SERVICES POLICY

A. Introduction

The University of Oklahoma recognizes the performance of certain job responsibilities may be enhanced by the provision of communication devices and services. For purposes of this policy, a communication device is defined as a cell phone or other electronic equipment that allows for two-way communication. A communication service is defined as the plan providing for operation of a communication device. This policy establishes methods for making a communication device and its operation available to employees when the device and service is provided for noncompensatory business reasons.

B. Acquisition of Communication Devices

1. University-owned Devices

A department may elect to acquire and provide a communication device to an employee whose job responsibilities, in the opinion of the department head, necessitate the provision of such a device. A communication device acquired by a department and provided to an employee is considered to be university property and will be used by the employee for university business purposes. However, limited personal use is allowed.

2. Employee-owned Devices

A department may elect to reimburse an employee for the purchase and operation of a communication device when such employee's job responsibilities, in the opinion of the department head, necessitate the provision of such a device and/or service. The employee must maintain the type of service contract that is reasonably related to the needs of the job responsibilities, and the reimbursement must be reasonably calculated so as not to exceed expenses the employee actually incurred in maintaining the device and related service.

A communication device acquired by this method is considered to be the personal property of the employee. Any service contract the employee enters into regarding the acquisition or operation of a communication device acquired by this method is personal to the employee. The university has no obligation nor makes any guarantees with respect to such service contracts.

C. Departmental Responsibilities

The department head is responsible for the following:

- Determining if the employee's position requires a communication device/service based on his or her job responsibilities;
- Determining which of the allowed acquisition methods is most appropriate to an employee requiring a communication device/service (see section B of this policy for information about acquisition methods); and
- Determining the source of funds to be used to pay for a communication device/service.

If the communication device is to be owned by the university (see section B.1. of this policy), the department head is additionally responsible for the following:

- Ensuring the most appropriate communication device and/or services for the job responsibilities of the employee have been chosen; and
- Removing access to a university-owned device as contemplated by this policy if the job responsibilities of the employee no longer warrant such a device and/or services.

If the communication device is to be owned by the employee (see section B.2 of this policy), the department head is additionally responsible for determining the appropriate reimbursement amount based on the job responsibilities of the employee and the expense incurred by the employee.

D. Employee Responsibilities

1. University-owned Devices

Employees are responsible for the following:

- Ensuring the device is used for university business (see B.1 of this policy);
- Ensuring usage of the device is in compliance with all relevant university technology policies for the secure use of communication devices addressed in this policy; and
- Ensuring the device is returned to the university when it is no longer needed or the employee terminates employment with the department.

2. Employee-owned Devices

Employees are responsible for the following:

- Paying all amounts due as agreed between the employee and communication device provider as the employee is personally responsible for contractual liabilities, fees and taxes, regardless of employment status;
- Ensuring usage of the device is in compliance with all relevant university technology policies for the secure use of communication devices addressed in this policy; and
- Providing the university with a complete copy of every communication device provider bill for which the employee is requesting reimbursement.

3. All Devices

Employees are responsible for the following:

- Maintaining and providing to the Open Records Office any records in the employee's custody which are responsive to a pending request made under the Oklahoma Open Records Act;
- Maintaining any records in the employee's custody which are the subject of a university Litigation Hold as required by the Office of Legal Counsel; and
- Retaining any records in the employee's custody as required by the university records retention policy.