Mobile (Cellular) Telephone Policy
for Information Technology
Version 1.2 Dated October 18, 2004

Pace University reserves the right to amend or otherwise revise this document as may be necessary to reflect future changes made to the I.T. environment. You are responsible for reviewing this Policy periodically to ensure your continued compliance with all Pace University I.T. guidelines.

General

- Mobile (cellular) telephones are an effective resource for Pace University because they enable communication in areas or situations where conventional telephony is not available or is impractical. However, the cost incurred by mobile telephony must be weighed carefully against any benefits.

- In general, mobile telephones (i.e., telephones connected to a commercial cellular telephone service such as ATTW or Nextel) may be assigned to employees for whom the nature of their work requires wide mobility and simultaneous access to the public telephone network (i.e., University senior staff, directors, deans, technicians).

Guidelines

- University faculty and staff needing mobile communications service must complete the request form found on the DoIT homepage under IMO Resources/Documents. Requests must be authorized by the major Division VP and must include the Banner System account code to which the service will be billed. The justification for mobile telephony should demonstrate a clear connection to the user's job responsibilities.

- All mobile phone acquisitions will be coordinated by the Network Services Department, DoIT, through established purchasing procedures. Effective October 2004 authorized carriers for the University are Nextel and ATTW. Verizon wireless service is no longer available; however, users with existing Verizon wireless service can continue until their contract expires.

- Mobile telephones should not be issued to student workers, contract employees, part-time, temporary personnel, adjunct faculty, or others not having a compelling use for the technology unless specifically requested by the department head. Security of these phones is the responsibility of the department.

- The contract for Nextel is for shared minutes/direct connect service. All new requests for Nextel service will be billed under the terms of this contract.

- All costs associated with mobile telephones will be borne by the department ordering the equipment. Such costs include, but are not limited to, the following: equipment acquisition; service initiation; monthly fees for mobile service; per-minute cost of calls in excess of the calling plan allocation; maintenance and repair of equipment; and replacement of lost or stolen equipment.

Note: If the mobile telephone is stolen or otherwise misplaced, the customer must contact DoIT (914-773-3648) immediately for temporary suspension. If after hours, DoIT must be notified on the next business day.
Monthly billing for cellular services will be processed centrally using Pace’s chargeback system. Finance and Administration and/or DoIT will review the detailed usage statements. Upon request, duplicate detail pages will be sent to the Department Director. Any discrepancies should be communicated to Finance and Administration for vendor (service provider) follow up.

From time to time, Finance and Administration and/or DoIT may review individual usage and suggest cellular plans to assure that the most appropriate rate plan is in use and to screen for possible abuse. This information will then be forwarded to the user's department for administrative review.

Use of a University-owned mobile telephone and mobile telephone airtime service is intended for official University business. However, the University recognizes that personal calls are sometimes necessary.

1. Usage-based airtime plans—If the mobile telephone is used for a personal call, the individual is responsible for the cost of that call. The telephone user should make note of personal calls and write a check to Pace University after review of the monthly call detail. The personal check should be submitted to the SARS Office for deposit to the account number billed for the cost of the call.

2. Flat rate airtime plans—If the mobile telephone has a flat rate airtime plan, the customer is responsible for reimbursing the University when personal calls cause the plan threshold to be exceeded. In this case, personal calls must be reimbursed up to the amount over threshold.

Requests to port a number from one carrier to another will be completed only if the user is establishing new service with that carrier.

Upon termination of employment all equipment must be returned to Pace University and the employee cannot retain the existing number for personal or professional use.

Reimbursements for personal cellular service will not exceed the incremental rate that the University pays on a per minute basis. This rate will be adjusted as needed to reflect current University rates.

No reimbursements will be made for the recurring charges of a personal mobile phone. This includes monthly base charges, taxes, municipal fees, federal charges, and other charges for special services (call waiting, three-way calling, voice mail, etc.).

User departments will be responsible for coordinating repair of mobile communications equipment with DoIT.

Short-term rental of mobile telephones—a small supply of mobile telephones is available for short-term rental. Requests are filled on a first-come, first-serve basis. The department is charged a fee for use of the mobile telephone. In addition, all airtime usage charges for the appropriate days are the responsibility of the requesting department.

To request a mobile telephone, submit a request with the required information listed in the first bullet of the above Guidelines to http://doithelpdesk.pace.edu.

Questions concerning any Information Technology Policy can be directed to http://doithelpdesk.pace.edu.