

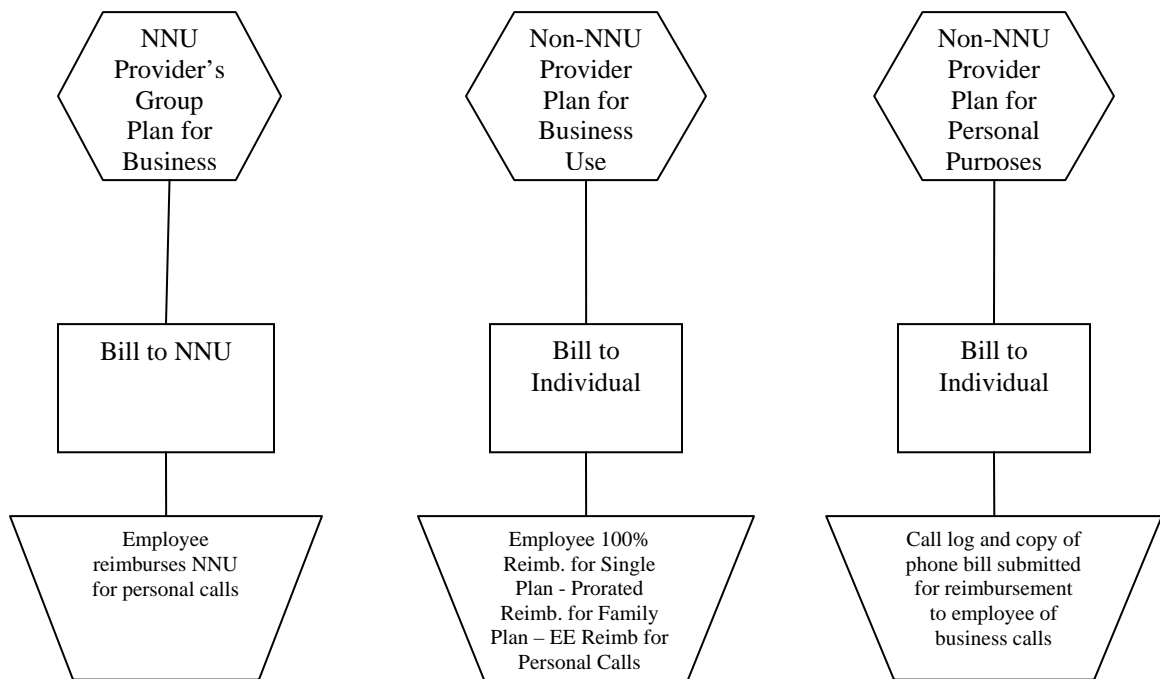
# Cell Phone Policy

## Questions:

- What is the setup process?
- What type of equipment will NNU pay for?
- Should insurance be paid for by NNU on cell phones/equipment?
- Is web access an approved feature?
- How do we substantiate business use vs. personal use?
- Should plans other than our group plan be paid directly by NNU or as a reimbursement?
- How do we handle family plans?
- How do we handle termination as to both the plan and the equipment?

## Underlying assumption:

- NNU's determination of whether or not the school should pay for a cell phone plan/equipment is based on the assumption that the phone is to be primarily (if not solely) for business purposes. Otherwise, a phone log must be submitted to account for all calls.



## Suggested Guidelines:

- Encourage continued group account with NNU's Selected Provider (presently, NNU receives a group discount of 9% on all such plans)
- Family plans are not allowed through the group account (it only offers business plans).
- Reimbursement for a proportional share (plan cost/# of lines on plan) of a family plan is allowed if the supervisor approves the exception and there is a rationale for the employee not using NNU's group plan (for instance, the monthly cost to NNU is less). A full copy of each month's statement must be provided with the requisition for reimbursement.
- If the phone service is billed directly to NNU, NNU will pay 100% or 0% of the cost of the equipment (the employee may choose which with supervisor's approval); if the employee pays for the equipment, he/she will be considered the owner of it. If the phone service is billed to an individual, NNU will not pay for the equipment (since the individual is the "owner" of the equipment).
- Generally, upon termination of employment a terminating employee on the NNU group plan will be given the option of transferring to an individual plan; provided, however, that Faculty Emeriti may elect to stay on the NNU group plan assuming timely reimbursement for monthly charges. The terminating employee will be given the option of purchasing the equipment (if NNU paid for it initially). If the phone is less than 2 years old, the purchase price will be a pro-rata cost based on the original cost of the phone.
- NNU will not pay for cell phone insurance. Thus, if insurance is purchased it must be paid for by the employee.
- The type of equipment purchased by NNU must be justified based on the requirements of the employee's position, and must have the supervisor's approval.
- The type of monthly plan selected by an employee to be paid by NNU must be justified based on the requirements of the employee's position (including consideration of the amount of travel involved in the employee's position), and must have the supervisor's approval for initiation and for any change to the monthly plan.
- NNU will periodically review plans for usage volumes and make recommendations to individuals regarding adequacy of plan.
- Web access via cell phones and text messaging will not be paid by NNU unless approved by the relevant sector Vice President.