

Research, Innovation & Impact's Mobile Communication Device Policy

In compliance with FSO 9.17 Technology Allowances

In accordance with the policies set forth by the Financial Services Office, Research, Innovation & Impact at the University of Arizona will issue and pay for, at its discretion, individual mobile communication devices to select department representatives who are required to be in close contact with colleagues at all times. In exchange for a University provided and paid for mobile communication device, department representative must follow the guidelines listed below for their own and others safety.

Please refer to FSO Policy on Technology Allowances:

<https://policy.fso.arizona.edu/fsm/900/917>

GUIDELINES:

- For a University paid communications plan, Departments must establish a compelling University business purpose that proves the need for such a plan.
- A University paid communications plan is for business use only. There is to be zero personal use of devices and plans. Employee will be required to certify the business use of the plan each month upon billing.
- If an employee uses a personal phone predominantly for business purposes they may request reimbursement of a portion of the plan cost through the Technology Allowance process, follow instructions in the Technology Allowance Policy, FSO 9.17.
- All department representatives are required to be professional and conscientious at all times when using company mobile communication devices.
- Mobile communication device bills are reviewed and paid when they arrive by the designated business manager through the University's policy.
- Research, Innovation & Impact has a zero tolerance policy regarding using the mobile communication device in a non-hands free manner while driving. For the safety of our department representative and others it is imperative that the user pull over and stop at a safe location to dial, receive or converse on the cell phone in any way if this cannot be accomplished in a hands-free manner.

Research, Innovation & Impact reserves the right to amend or alter the terms of these guidelines.

Employee acknowledgment:

I, _____, have received, read and understand the Research, Innovation & Impact's Mobile Communication Device Policy.

Employee Signature

Date