



Mobile Device Policy

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Purposes of Policy

- Defines standards and procedures for users who have a legitimate business use to carry out job duties.
- Establishes guidelines for determining need for mobile device and accounting for use by employees.
- Eliminates University-owned mobile devices and replace with a stipend payment.
 - Implements monthly stipend effective April 1, 2015 in lieu of paying for the mobile device and related services
 - Monthly stipend is intended to cover HALF the cost

New Documents

- FASOP: AS-24 “Mobile Device Policy”
 - As policy is implemented, amendments are being considered and will be included in the final policy.
 - UPDATE: Cell number does NOT have to be registered
 - Final version will be published closer to April 1, 2015.
- Forms (on HRM’s website)
 - Mobile Device Stipend Request
 - Mobile Device Employee Agreement

Transitioning Existing Services

- Carriers have declined sending personnel to campus to assist users with the transition.
- Transfer of billing responsibility must be done by calling an 800 # or submitting a form.
- See the GROK article for FAQs:
<http://grok.lsu.edu/Article.aspx?articleid+16041>

Contracts & Sub-accounts

- ITS will remain steward of LSU's master contract
- Departments receiving VP/VC approval for a University-provided mobile device must administer a sub-account tied to LSU's master contract
 - Entails the coordination of an annual PO and processing payment for services rendered

Eligibility for Monthly Stipend

Employee's job duties must meet **any** of the three conditions:

1. Duties require the performance of law enforcement activities in which their personal safety is at risk or that may directly impact the safety, health and welfare of the general public.
2. Duties require immediate access to the public telephone network for recall, consultation or decision making.
3. Duties require them to be mobile or in transit a large percentage of the business day yet immediately accessible.

Monthly Stipend Amounts

**\$20 Monthly Stipend – Wireless Cellular Service
and/or**

\$20 Monthly Stipend – Data Plan

The employee's supervisor is responsible for determining and recommending the stipend amount for an employee.

The monthly stipend amount should be based on job responsibilities – not job title or position.

NOTE: Just because an employee currently has a phone DOES NOT ENTITLE them to a stipend.

Employee's KEY Responsibilities

1. Provide the cellular phone number to the supervisor.
2. Be available for calls during the times specified by the University based upon University requirements.
3. Inform the University when eligibility criteria is no longer met, or when wireless services is interrupted or canceled.

*See FASOP: AS-24 for full listing of
Employee Responsibilities*

Duty Phone/Duty MiFi

- May be provided for departmental use when the phone will not be specifically assigned to one individual.
- Must be restricted to University business only.
- Call records must be reviewed monthly.
- Department is responsible for maintaining the account with the selected carrier, paying invoices, etc.
- A departmental inventory must be maintained.

University-Provided Mobile Communication Device

Employee's eligibility must meet one of the following criteria:

- Protection of Life and Property
 - Law Enforcement
 - Personal Safety
 - Public Welfare

Departmental Responsibilities

1. Monitor the use of the communication services. Privileges may be revoked for misuse.
2. Ensure budget is available to fund anticipated charges.
3. Conduct an evaluation each November to ensure stipend is still necessary and appropriate.
4. Maintain a departmental inventory of all mobile devices paid for by the department.

Q & A

