

# Oklahoma State University Policy and Procedures

## CELLULAR SERVICES

**3-0128**  
**ADMINISTRATION**  
**& FINANCE**  
**March 2008**

### PURPOSE

1.01 The purpose of this policy is to set forth guidelines for the acquisition, use, and compensation of/for cellular devices used for official business use associated with employment at Oklahoma State University (OSU).

### SCOPE

2.01 This policy applies to all OSU employees and all OSU campuses and any other location where business of the University is conducted.

### DEFINITIONS

3.01 **OSU Approved Provider** — A company that has entered into a contractual agreement or agreements with OSU through an RFP (Request for Proposal) process to provide cellular services to OSU and its employees.

3.02 **Employee Sponsorship Program (ESP)** — Program offered under the contractual agreement or agreements referred to in 2.01 whereby current OSU employees may subscribe personally to an approved cellular service under the sponsorship program. Each individual who subscribes for service under the ESP is individually responsible for complying with all of the terms and conditions of the selected vendor's Wireless Service Agreement applicable to the rate plan chosen by the individual.

3.03 **Base Salary Additive** — Additional monetary compensation added to the base salary associated with a specific position.

3.04 The terms "wireless" and "cellular" may be used interchangeably in this policy.

### POLICY

4.01 Information Technology (IT) has been charged with the responsibility for contracting for all cellular services for official use for Oklahoma State University (OSU). All requests for exceptions to this policy shall be directed to the Chief Information Officer (CIO).

4.02 The Office of Payroll Services (PS) has been charged with the responsibility for processing all personnel payments for OSU to OSU employees.

4.03 The Office of the Associate Vice President and Controller (OAVPC) has been charged with the responsibility for internal controls for accounting for all cellular service payments made on behalf of OSU.

4.04 No department/unit is authorized to renew a contract for existing cellular service, or execute a contract for new cellular service, from the date of this policy, except through IT in accordance with the provisions of the OSU wireless agreements(s). Exception(s) to this policy must be approved by the CIO.

4.05 Any existing cellular service contracts with vendors outside the OSU agreements(s) may continue until expiration.

4.06 Departments have the option of incrementing base salary to compensate an employee for the regular and routine use of a personal cellular device for business purposes. Any position requiring an employee to carry a cellular device must state so in the current job description located with HR. Additionally, hiring officials should ensure potential employees are made aware of this requirement during the interview process.

4.07 Cellular expenses are a component of OSU's Facility and Administrative (F&A) rates approved by the federal government. Thus, no grant or contract account (Ledger 5) may be charged for services provided under the agreement(s) except under special purpose or circumstance, as defined in Policy and Procedure Letter 4-0135, Costing Practices for Sponsored Research and Service Projects, and if approved in advance by the sponsoring agency. This includes direct department/unit payments and payments made through incrementing base salary. In the case of an increment to base salary being added to a position paid from a Ledger 5 account, the department must ensure, except as stated above, the addition be charged appropriately to an allowable account.

4.08 Departments have the option of providing a University owned cellular device to employees whose position requires the employee to carry such device. In this case, the use of the cellular device is for the sole purpose of University related business and personal use of such device is prohibited. Employees being provided a University owned cellular device for business purposes will be required to sign an Employee Cellular Agreement indicating his/her understanding that the device is owned by the University and personal use of the device is prohibited.

4.09 Cellular devices acquired as departmental instruments must be acquired from an OSU approved provider. Invoices for such devices from any other vendor/plan will not be paid by OSU.

4.10 In instances where split billing (employee is responsible for voice charges and OSU department is responsible for data charges) is required, the employee is responsible for purchasing the device and activating the voice. A departmental cellular application is then completed for data service.

4.11 In all cases where non-exempt employees are required to carry a cellular device (whether personal or University owned) and/or have split billing for data service access, departments must ensure any time worked and overtime in connection with the utilization of such services for University purposes is adequately documented and compensated. See University Policy and Procedures Letter 3-0742 for explanation of timekeeping and overtime procedures.

## **AGREEMENTS**

IT will provide the following forms on-line at  
<http://www.telecom.okstate.edu/cellular/>

5.01 **Employee Cellular Agreement** — Agreement to be executed by any employee being provided a cellular device for official OSU business only, whereby OSU is the owner of the cellular device and equipment and OSU is responsible for paying the monthly fee and related charges.

5.02 **Departmental Cellular Application**—Application to be used by departments requesting cellular service for their employee(s) for official OSU business whereby OSU pays the monthly invoices. The application must have an Employee Cellular Agreement.