

3359-11-10.5 Cellular Telephone and Other Wireless Communication Policy.

(A) University-provided wireless communication.

(1) Purpose and scope.

(a) The university of Akron will provide the most consistent, convenient, and cost effective cellular telephone, pager, cellular data device and any other wireless communication equipment and services (hereinafter referred to as wireless communication) possible to its employees that is necessary

- (c) Acquire necessary training and support,
 - (d) Communicate available programs to the university community.
- (vii) Establish a system for monitoring future developments in wireless communication and selecting those that best meet the needs of the university.

- (4) Wireless user categories.
- (a) Employees with University subsidized wireless service will be placed in one of two usage categories. The selection of the appropriate category will be a joint decision between the employee and supervisor with the approval of the department vice-president. Categories are based on the anticipated amount of university and personal usage and reflect the employee level of fiscal responsibility.
 - (i) Category 1: university business only: Usage is limited to university business only and none of the usage is personal in nature. No employee contribution is warranted.
 - (ii) Category 2: periodic personal use: In addition to university business, these users periodically use their wireless service for personal business. Employee contribution is the percentage of the wireless plan used for personal business via monthly payroll deduction. The percentage of the wireless plan used for personal use shall not exceed 30 percent.
 - (b) The employee will identify personal cellular usage each month and submit to his/her supervisor. It is the joint responsibility of the employee and supervisor to ensure that proper usage levels are maintained based on the employee's category designation. If an employee's personal usage repeatedly exceeds the category allocation, the university may find it necessary to change that employee's category.
 - (c) In accordance with "IRS" documentation requirements, departments must retain wireless communication bills and be able to distinguish between business and personal use.
- (5) Plans, equipment, features and accessories.

than those offered in the available programs must have approval of his or her supervisor.

- (6) Damage, loss or theft.
 - (a) Wireless equipment damaged in the course of business should be brought to the department of telecommunications for replacement or repair. Lo

