

**WIRELESS COMMUNICATION DEVICES AND PLANS
AT
MISSISSIPPI STATE UNIVERSITY**

OPERATING POLICIES AND PROCEDURES

Purpose

To provide guidelines to departments and employees regarding the acquisition and use of wireless communication devices and plans.

Policy

A university-provided wireless communication device will be provided to employees who have a documented, official university business need and receive approval via the process defined below.

Definition

“Wireless communication device” means a cellular telephone, pager or personal digital assistant device having wireless communication capability, the cost of which is paid with public funds. A wireless computer card used to access the internet or check email through a cellular telephone provider is also considered a wireless communication device.

Eligibility

To be eligible, an employee must have an official university business need for a wireless communication device and obtain Presidential approval. Eligible wireless communication device use must be classified in one of the following categories:

1. **On-Call and After-Hours Support** (*Employees who are on-call for emergency maintenance or support outside of normal university business hours*)
2. **Crisis Management** (*Employees tasked with responsibilities by OP 01.4, Emergency Operations Policy*)
3. **Other Critical Needs as Approved by the President** (*Full written justification is required*)

Procedure

- The department head is responsible for determining if an employee requires and is eligible for a university-provided wireless communication device as defined above. The department head, in conjunction with the employee, must choose the most cost effective device and plan that will meet business requirements and is on the Mississippi Department of Information Technology Services approved vendor list.
- The department head must complete a Wireless Communication Request form documenting the justification for the service. The form must be signed by the

employee and approved by the department head, dean/director, vice president, and President. A copy of the approved form must be maintained in the employee's departmental personnel file for audit purposes. The original, approved Wireless Communication Request form must accompany the requisition to obtain a wireless device and service.

- The employee must sign a copy of the Wireless Communication Devices and Plans policy signifying concurrence with the policy's provisions. A copy of the signed policy must be maintained in the employee's departmental personnel file for audit purposes.
- Wireless communication devices are subject to state property inventory requirements as stated in Sections 29-9-1 through 29-9-21, Mississippi Code of 1972, Annotated. It is the department's responsibility to ensure that all equipment is properly recorded in the university's property control system. If for any reason the equipment is subsequently replaced, disconnected, or disposed of, it is the department's responsibility to notify Property Control.
- If it is determined that an individual is required to have a wireless communication device, then the appropriate University unit will be required to pay the bill.
- Detailed billing **must** be applied to each wireless communication account to provide documentation for departmental personnel to verify calls made to and from the device and for audit purposes.
- The employee and the employee's supervisor must review and sign each monthly bill certifying that the billing is correct, that all calls were related to University business, and that the calling plan is still appropriate for the employee's business needs. It is the department head's responsibility to ensure that all bills are reviewed, signed, and paid.
- The department is responsible for maintaining billing records for audit purposes.
- The employee and department head are responsible for monitoring wireless communication device usage and ensuring that all requirements are met.

Stipulations

- University-provided wireless communication devices shall be used for University business only. No personal use, incoming or outgoing, is permitted. Use of a University-provided wireless communication device for personal calls will result in appropriate disciplinary action and/or the loss of the use of the device.
- Employees must be aware that cellular phone calling plans are selected based on the number of minutes required for the employee to conduct University business. Package minute plans are not to be construed as free minutes and are not provided for personal use.
- All billings are considered public records subject to disclosure under the Mississippi Public Records Act.
- No employee may have more than one University-provided wireless communication device assigned.
- Employees will not be reimbursed for any calls made on personal wireless communication devices.

- Employees should be aware that cellular phone transmissions are not secure. Confidential information regarding official business should be transmitted from a secure environment.
- Due to documented safety concerns, the University does not support or condone the use of cellular telephones while an employee is driving. This restriction applies both to hand-held and hands-free phones. If an employee needs to talk on the phone while in a vehicle, the employee should pull off the road and stop.

Review

This OP will be reviewed every four years or sooner if needed by the Vice President for Finance and Administration.

Authorization

AUTHORIZED BY:

/s/ C. Ray Hayes
Vice President for Finance and Administration

8-08-06
Date

REVIEWED BY:

/s/ Don Zant
Director, Internal Audit

8-08-06
Date

/s/ Charles Guest
General Counsel

8-08-06
Date

APPROVED:

/s/ Robert H. Foglesong
President

8-09-06
Date

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