

POLICY TITLE: Mobile Communication Reimbursement	MICHIGAN STATE U N I V E R S I T Y	College of Human Medicine
Category & Number: ACC/FIN - 3	Last Revised Date: 7/1/2017	
Effective Date: 9-1-2007	Revision Number: 1.4	
Responsible Party: CHM Business Office	Page 1 of 3	
Persons Affected: All CHM faculty and staff. Those appointed in departments jointly administered by CHM and another college may follow the reimbursement policy defined by the department or the lead college.		

1.0 Policy/Purpose:

In order to fulfill job expectations and requirements, some employees are required to be out of their offices on a regular basis but must be readily available by phone for urgent or emergency situations during and outside of regular business hours. These employees, including the security personnel and IT personnel on the Grand Rapids and Flint campuses, are expected to be available and respond on their personally-owned mobile communication devices such as cell phones or smart phones. Employees who meet the urgent/emergent criteria as stated may request reimbursement of \$240 every 6 months to apply to their personal mobile device bill. The supervisor or unit administrator must review and confirm at least annually that the employee continues to meet the criteria. Reimbursement payments will be made in January and July. Exceptions will be granted for employees who terminate the college at other times of the year.

Employees who utilize mobile communication devices to access university networks (eg, retrieve/send email) must agree to the MSU Acceptable Use Policy, the MSU HealthTeam Acceptable Use policy, and the MSU Institutional Data Policy. This includes the requirement that the device is password-protected.

2.0 Definitions:

- 2.1 Mobile communications: includes cell phones (including non-contractual prepaid phones), smartphones, I-Pad's, mobile broadband devices, and other wireless handheld/mobile devices which require a service contract for operation.
- 2.2 Mixed-use: regularly used for both personal and business purposes

3.0 Procedures:

- 3.1 Employee: Obtain agreement from immediate supervisor or unit administrator acknowledging the need for business use of a personally owned device in accordance with criteria above.

3.2 Employee: In January and/or July, complete the CHM Mixed-Use Mobile Communications Reimbursement Agreement form.

3.2.1 Read the agreement thoroughly. Note that signing the form to request reimbursement includes attestation of business need/use, understanding and agreement with this policy, the university’s policy as stated in the Manual of Business Procedures Section 79, and the MSU Institutional Data Policy.

3.2.2 Submit the completed and signed form to the supervisor or unit administrator.

3.3 Supervisor/Unit Administrator:

3.3.1 Sign the form verifying the employee’s business need for mixed-use mobile communication device and authorizing reimbursement for partial plan reimbursement.

3.3.2 Retain a copy of the form in the employee’s departmental personnel file. For employees of Dean’s Office units, send the form to the college HR Office, A108 E. Fee.

3.4 Employee or Supervisor or Designee: complete a Special Payment Authorization Form for payment in January and/or July. Send to CHM Business Office for approval and payroll routing. Note that payments are a reimbursement for the expense incurred by the employee. Example: If an employee begins employment in CHM in July and is authorized for a mobile communications allowance, the first reimbursement payment will be made in January covering the expenses incurred during the previous July-December.

4.0 Revision History

Revision #	Effective Date	Reviser	Description
1.0	9/01/07		Original
1.1	1/27/11	CHM Business Office	
1.2	7/01/14	CHM Business Office	Change to be compliant with MSU reimbursement (not prospective) payment policy; new reimbursement schedule; modified form
1.3	1/01/2017	CHM Business Office	Change from 3-level reimbursement schedule to a single amount
1.4	1/01/2018	CHM Business Office	Eligibility criteria for reimbursement changed – only staff who need to be available urgent/emergent

References:

1. MSU Policy: <http://ctrl.msu.edu/combp/mbp79ebs.aspx>
2. The Fair Labor Standards Act (<http://www.dol.gov/compliance/laws/comp-flsa.htm>) requires that hourly or non-exempt professional employees (level 11 and below) be paid overtime for calls/work (including reading and responding to work-related emails) outside of their normal working hours. For this reason, CHM does not authorize reimbursement for mixed-use communication for staff employees level 11 and below.

College of Human Medicine

Mixed-Use Mobile Communications Annual Reimbursement Agreement (revised July 2017)

Employee name (please print): _____

Employee position or title : _____

Department or unit: _____

Date of request/period covered: _____

In order to fulfill job expectations and requirements, including that they be available to respond to urgent /emergent needs, employees may need to use their personally-owned mobile communication devices (including cell phones, smartphones, mobile email/web devices, and other wireless/handheld devices which require a service contract for operation) for business-related mobile communication. Therefore, the employee is eligible for partial reimbursement allowance of their mobile communications plan.

Per the Mobile Communications Reimbursement policy, the eligible employee will be reimbursed the biannual amount of \$240 maximum.

Important Conditions and Notes:

- Mobile communications reimbursements are subject to all applicable taxes.
- All service contracts must be between the employee and the service provider. As such, if prior to the end of a service contract, the employee for any reason needs to change or end the service contract, the employee will bear the cost of any associated contract change or termination fees.
- Employees receiving an allowance are required to provide their supervisor with their mobile phone number for business use.
- The employee's supervisor is responsible for determining eligibility and for reviewing continuing eligibility at least annually. The supervisor must sign and retain a copy of this form in the employee's personnel files as evidence of that review. A copy of this completed form must at all times be kept on file in the employee's department.
- The use of a cell phone can negatively impact the ability of a driver to safely operate a motor vehicle. Research studies show it is a distraction and can impair the level of concentration needed to drive. For the safety of the driver, vehicle occupants, pedestrians and other drivers, the college discourages cell phone use while driving. Some local jurisdictions may prohibit cell phone use while driving. In addition, Michigan drivers are prohibited from texting or reading text messages while operating a moving motor vehicle - Michigan's anti-texting law (sec. 257.602.b).
- If the mobile communication device is used to access any university network, e.g., to send/receive email, the employee must adhere to the MSU Acceptable Use policy, the MSU HealthTeam Acceptable Use policy, and the MSU Institutional Data Policy. This includes the requirement that the device is password-protected.

I have read this Agreement and the Manual of Business Procedures Section 79 and I understand that my mobile communications reimbursement allowance is taxable income, is not part of my base salary, and that any mobile communications equipment and service contract purchased is my personal responsibility. I also understand that I am required to provide my mobile phone number to my supervisor for business use. I agree that I will adhere to the Michigan State University and MSU HealthTeam Acceptable Use policies and the MSU Institutional Data policy while accessing MSU IT resources from my mobile device. I understand that the mobile communication device will be used at least in-part in the performance of my MSU job responsibilities in order to respond to urgent/emergent needs as defined by my supervisor.

Employee Signature: _____ Date: _____

Approved:

Supervisor/Unit Administrator Signature: _____ Date: _____