



Accounting and Administrative Manual

Section 100: Accounting and Finance

Mobile Communication Devices

No.: E-02

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Purpose

These rules and procedures address the use of mobile communication devices for business purposes and methods for making such devices available to employees. Mobile communication devices are devices with mobile access plans for connection, such as cell phones and personal digital assistants (PDA's), or smartphones.

The rules were designed to be in compliance with the Alaska Executive Branch Ethics Act which prohibits use of state resources to benefit a personal or financial interest as well as Internal Revenue Service (IRS) regulations.

Scope

University of Alaska System

A. Employer-owned Devices

The university will issue a mobile communication device for a designated business period when required for business purposes. The business period is the time that the employee must be available by the institution. The period must have an end date that coincides with the completion of a shift, event or specific business undertaking. The employee will return the device to the university at the end of the business period.

This section applies to:

1. Employees that are designated as “on call” for a business period. On call means there is an established business process that identifies individuals on a rotating basis to be available for immediate contact. For example, information technology personnel that provide system support, public safety and residence life.
2. Employees who need a communication device but do not have access to a landline or other communication device when engaged in a shift, event or specific business undertaking. Examples include land management foresters, facility personnel or researchers who do their work while in the field.

Each department is responsible for acquiring, tracking and distributing mobile devices in accordance with these rules. Departments are required to maintain



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adequate records that track custody of the device, such as name of employee, time out and time returned. The mobile device is university property and is intended for university business use only. Any personal use should be limited to incidental or emergency situations. Personal use is presumed incidental if it does not exceed the greater of 30 minutes or five percent of the allowance minutes under the applicable plan per month. In the case of shared devices, these limits should be allocated according to the time assigned the device.

The Vice President for Finance and each Vice Chancellor for Administrative Services may provide exceptions. Such authority may not be delegated.