

Central Office Mobile Device Policy

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| Effective Date: | January 17, 2017 |
| Supersedes: | N/A |
| Policy Review Date: | January 2019 |
| Issuing Authority: | Research Foundation President |
| Responsible Party: | John Paris |
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Reason for Policy

Ownership and use of Personal Mobile Devices is widespread and many Personal Mobile Device owners use their Personal Mobile Devices for personal and business use. The Research Foundation for The State University of New York ("RF") recognizes that an offset of an RF employee's personal expenditures for a Personal Mobile Device may be appropriate when the RF needs said employee to regularly use his/her Personal Mobile Device in furtherance of the RF's business. This mobile device policy authorizes the issuance of a stipend to eligible employees who utilize a Personal Mobile Device for such use.

Statement of Policy

The RF, at its discretion, may provide a stipend of up to \$30 per device, per month, to offset the cost to an eligible RF employee for said employee's use of a Personal Mobile Device primarily for non-compensatory business purposes. An RF employee is eligible to receive the stipend if it is determined that there are substantial reasons for said employee to utilize his/her Personal Mobile Device in his/her performance of the RF's business, including but not limited to:

- The RF's need for frequent contact with the employee (at all hours) for work-related emergencies;
 - The RF's requirement that the employee frequently be available to transact RF business activities at times when the employee is away from the office; or,
 - The RF has frequent need for the employee to transact RF business activities at times outside of the employee's normal work day.
- Stipends approved in accordance with this Policy and the [Central Office Mobile Device Reimbursement Procedure](#) will not be deemed income of the employee.

Employees who do not have a substantial business need for, but may benefit from, access to RF e-mail and network files via a Personal Mobile Device may do so with no additional approval. However, such access is provided as a convenience to the employee, and no stipend will be available unless and until the RF has a substantial business need for said employee to utilize his/her Personal Mobile Device for RF business.

All employee use of a Personal Mobile Device to conduct RF business (stipend or otherwise) must comply with [The Research Foundation for The State University of New York Acceptable Use and Security of RF Data and Information Technology](#)

Allowance & Reimbursement

- The RF will pay a reasonable monthly voice/data stipend to approved employees:
 - Reimbursement amount will be listed in the Central Office Mobile Device Reimbursement Procedure
 - Stipend is intended to assist in the payment of monthly voice/data charges and must not exceed the actual cost of the employee's Personal Mobile Device plan.
- All stipends shall be paid via "iExpense," the RF's expense reporting system.
- Stipend amounts are subject to periodic review and change at the sole discretion of the RF.

Responsibilities

The following table outlines the responsibilities for compliance with this Policy:

| Responsible Party | Responsibility |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Office of Information Services | Establish RF mobile device standards. Maintain a current inventory of mobile devices connected to RF systems and applications. |
| Eligible Employees | Complete and sign the Mobile Device Stipend Acceptance and Use Agreement . |
| Department VP | Determine eligibility and approval for an employee to receive a stipend for use of a Personal Mobile Device. |
| Chief Financial Officer | Provide a second line of approval for an employee to receive a stipend for use of a Personal Mobile Device, ensuring consistency across departments. |

Definitions

Mobile Device- Smartphone or tablet device that has a cellular number associated with it, e.g., iPhone and iPad devices, Windows Smartphone and Tablet devices, and Android Smartphone and Tablet devices. Tablet devices are distinguishable from laptop computers by their embedded operating systems and need to install applications via an "app store." Laptops are not considered mobile devices for the purposes of this policy.

Personal Mobile Device- A Mobile Device that is owned by an employee of the RF and is approved to connect to RF business systems in accordance with this policy.

Related Information

[Central Office Mobile Device Reimbursement Procedure](#)

[The Research Foundation for The State University of New York Acceptable Use and Security of RF Data and Information Technology](#)

[Central Office Mobile Device Policy - FAQ's](#)

Forms

[Mobile Device Stipend Acceptance and Use Agreement](#)

Change History

| Date | Summary of Change |
|------------------|-----------------------------------------------|
| August 7, 2017 | Policy owner and contact information updated. |
| January 17, 2017 | Policy owner and contact information updated. |
| February 8, 2016 | New policy created. |

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.

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