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**SUBJECT: MOBILE COMMUNICATION DEVICES AND SERVICE**  
**(Effective July 1, 2008)**

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- I. REFERENCES:
- A. Southern Utah University Policy 5.34 "Telephones"
  - B. Mobile Communication Equipment (device) Request Form and Agreement
  - C. Mobile Communication Equipment Procedures
- II. PURPOSE: To establish a policy for cellular and other similar mobile communication devices on campus.
- III. POLICY: The University will not directly provide mobile communications equipment (Cellular Phones, etc.) and services for employees. As the President, Vice Presidents, Deans, Division and Department Heads determine that there is a business need for an employee to have this equipment and service, they will authorize a stipend overload to augment their compensation per the following guidelines:
- A. The University will pay an employee a predetermined amount through stipend (subject to basic payroll taxes but not retirement), to purchase both mobile communications equipment and service. The equipment is owned by the employee and may be used for personal business with no reporting requirement to the University. This compensation is considered taxable wages.
  - B. Supervisors must submit a Mobile Communications Equipment Request Form and Agreement to the Human Resource Office, complete with justification, equipment and service levels, to authorize an overload stipend.
  - C. Several options are provided for the amount of the stipend for both equipment and service. Employees and supervisors are expected to select an option that best represents the job-related use.
  - D. Employees may elect to upgrade or expand their services beyond the option provided, at their own expense.
  - E. Each year, during the compensation adjustment process, these overloads will be re-evaluated, revised (upward or downward) and re-authorized or eliminated.
  - F. Employees are required to adhere to state motor vehicle laws and University policy regarding the use of mobile communication devices while operating a University or state owned vehicle.