CELLULAR PHONE AND WIRELESS COMMUNICATION POLICY

SLT 11.1

Date of Last Update:
April 29, 2015

Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology

POLICY STATEMENT

Authorized university employees that have duties/responsibilities that require them to carry a cell phone or related device to conduct official University business are subject to the following policies.

PROCEDURES

Cellular service will only be provided by approved GVSU vendors.

Executive Officers are responsible for approving either a cell phone or wireless device service before one is provided to any employee. Requestor should present written plan and recommendation, demonstrating the need to provide a cell phone to the appropriate executive officer and send via email, both the request and the approval, to the IT office at telco@gvsu.edu.

Upon approval, IT will arrange ordering and set up department billing for device and service. Monthly plan reimbursement by travel requisition will not be permitted. Adding additional family devices/services will not be permitted.

Each Executive Officer will annually review all participation along with usage and charges for their division. Detailed information will be provided by the Information Technology.

IT tracks usage, plans and expenditures and works with the service providers to structure GVSU's cellular plans in the most efficient and cost effective way.

Directory assistance calls should be made via a lower rate number of 866-352-8161. Standard calls (calls to 411) can cost as much as $1.79 whereas the provided number costs $.37. The

new directory assistance number is reserved for GVSU paid cellular users only. Do not share it with others.

This policy applies to cell phones paid for by GVSU.