UNIVERSITY of NORTH DAKOTA
FINANCE & OPERATIONS POLICY LIBRARY

CELL PHONES and OTHER MOBILE DEVICES
*interim policy*

Section 2, Finance
Policy 2.18, Cell Phone and Other Mobile Devices
Responsible Executive: VP Finance & Operations
Responsible Office: Telecommunications
Issued: July 27, 2007
Latest Review / Revision: July 25, 2017

POLICY STATEMENT

University of North Dakota (UND) employees required to use personal mobile device(s) for university business purposes may receive a taxable technology allowance. In limited situations, the use of university-owned mobile devices may be authorized. UND utilizes state-identified mobile carriers for all university-owned mobile devices, and University departments may not separately enter into contracts for mobile devices and services.

Any provision for a mobile device, whether through a technology allowance or university-owned mobile device, is subject to approval and based on availability of funds.

REASON FOR POLICY

As a public institution, the University must demonstrate the prudent use of funds entrusted to it by its various constituencies. The general public, legislators, students, donors, and granted organizations and individuals must be assured that funds are wisely spent and do not personally benefit University officials and employees. This policy complies with IRS rules and regulations, North Dakota Century Code (NDCC) §§ 16.1-10-02, 44-04, and 54-06-26, and North Dakota State Board of Higher Education (SBHE) policies 807.1, 1202.1 and 1202.3.

SCOPE OF POLICY

This policy applies to:

- President
- Vice Presidents
- Deans, Directors & Department Heads
- Area Managers & Supervisors
- Faculty
- Staff
- Students
- Others

WEB SITE REFERENCES

This policy:  http://UND.edu/finance-operations/_files/docs/2-18-cell-phones.pdf
Policy Office:  http://UND.edu/finance-operations/policy-who-we-are.cfm
Vice President for Finance & Operations:  http://UND.edu/finance-operations/
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<tr>
<td>NDCC §§ 16.1-10-02 – Use of state or political subdivision services or property for political purposes</td>
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<td><a href="http://www.legis.nd.gov/cencode/t16-1c10.pdf">http://www.legis.nd.gov/cencode/t16-1c10.pdf</a></td>
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<td>NDCC Chapter 44-04 – Duties, Records, And Meetings</td>
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<td>NDCC §§ 54-06-26 – Use of state telephones by state officials and employees</td>
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<td><a href="http://UND.edu/finance-operations/files/docs/2-23-travel-other.pdf">http://UND.edu/finance-operations/files/docs/2-23-travel-other.pdf</a></td>
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<tr>
<td>UND Telecommunications</td>
<td></td>
<td></td>
<td><a href="http://www.UND.edu/dept/telecom/administrative/cell.html">http://www.UND.edu/dept/telecom/administrative/cell.html</a></td>
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<tr>
<td>UND Surplus Property Policy</td>
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<td><a href="http://und.edu/finance-operations/files/docs/5-2-surplus-property.pdf">http://und.edu/finance-operations/files/docs/5-2-surplus-property.pdf</a></td>
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## CONTACTS

Specific questions should be directed to the following:

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<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Department/Office E-Mail / Web Address</th>
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</thead>
<tbody>
<tr>
<td>Policy Clarification</td>
<td>Telecommunications</td>
<td>(701) 777-4111</td>
<td><a href="http://UND.edu/telecommunications/">http://UND.edu/telecommunications/</a></td>
</tr>
<tr>
<td>Payment Request Processing</td>
<td>Payment Services</td>
<td>(701) 777-2771</td>
<td><a href="http://UND.edu/finance-operations/accounting-services/">http://UND.edu/finance-operations/accounting-services/</a></td>
</tr>
<tr>
<td>Report Suspected Data Loss, Unauthorized Access or Exposure</td>
<td>NDUS CTS</td>
<td>(701) 777-3587</td>
<td><a href="mailto:InfoSec@ndus.edu">InfoSec@ndus.edu</a></td>
</tr>
<tr>
<td></td>
<td>UND IT Security Officer</td>
<td>(701) 777-3587</td>
<td><a href="http://UND.edu/it-security/">http://UND.edu/it-security/</a></td>
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<tr>
<td>Technology</td>
<td>Tech Support</td>
<td>(701) 777-6305</td>
<td><a href="http://UND.edu/tech-support/">http://UND.edu/tech-support/</a></td>
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DEFINITIONS

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<th>CIO</th>
<th>Chief information officer</th>
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<td>Device Misuse</td>
<td>Improper use (e.g., downloading games, allowing others to use the device for personal use) or use inconsistent with University and SBHE policies related to data access, privacy, management, and storage, or with federal, state, or local laws.</td>
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<tr>
<td>Internal Revenue Service (IRS)</td>
<td>Federal agency responsible for the the collection of federal taxes.</td>
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<tr>
<td>Mobile Device and/or Service</td>
<td>Mobile telecommunications equipment (e.g., smart phone, mobile/cell phone, tablet, mifi device, etc.) and corresponding service plan that provides the equipment with voice, text, and data connectivity.</td>
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<tr>
<td>National Collegiate Athletic Association (NCAA)</td>
<td>NCAA regulates athletes of more than 1,000 institutions, conferences, organizations, and individuals of which UND is a member.</td>
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<td>North Dakota Century Code (NDCC)</td>
<td>Codification of general and permanent laws enacted since statehood.</td>
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<td>Payment Request E-Form</td>
<td>Electronic form used when a department requests a payment</td>
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<tr>
<td>State Board of Higher Education (SBHE)</td>
<td>The policy-setting and advocacy body for the North Dakota University System and the governing body for North Dakota’s eleven publically supported colleges and universities.</td>
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<tr>
<td>Technology Allowance</td>
<td>A taxable payment to an employee processed through Payroll Services that occurs on a regular basis.</td>
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PRINCIPLES

OVERVIEW – UND employees required to use personal mobile device(s) for university business purposes may receive a taxable technology allowance. In limited situations, the use of university-owned mobile devices may be authorized. UND utilizes state-identified mobile carriers for all university-owned mobile devices, and University departments may not separately enter into contracts for mobile devices and services.

Any provision for a mobile device, whether through a technology allowance or university-owned device, is subject to approval and based on availability of funds.

As a public institution, the University must demonstrate the prudent use of funds entrusted to it by its various constituencies. The general public, legislators, students, donors, and granted organizations and individuals must be assured that funds are wisely spent and do not personally benefit University officials and employees. This policy complies with IRS rules and regulations, NDCC §§ 16.1-10-02, Chapter 44-04, and §§ 54-06-26, and SBHE policies 807.1, 1202.1 and 1202.3.

DE MINIMIS USE – Employees are expected to conduct university business on devices purchased and maintained by the university. NDCC §§ 54-06-26 permits employees to use a university-owned mobile device for essential personal purposes to the extent that use does not interfere with the employee’s work or the work of UND.
POLITICAL PURPOSES – Per NDCC §§ 16.1-10-02, university-owned mobile devices cannot be used for political purposes.

BUSINESS TRAVEL – While engaged in travel for university business, employees receiving a technology allowance are not eligible to receive reimbursement for long distance phone calls as outlined in UND Policy 2.23, Employee Travel – Other and permitted under NDCC §§ 54-06-26.

TECHNICAL SUPPORT – UND Tech Support will only support UND mobile technologies and enterprise email connection to the official UND email system. Support will be limited to major mobile operating systems. Contact UND Tech Support for more information (see Related Information).

MOBILE CARRIERS – UND utilizes state-identified mobile carriers for all university-owned mobile devices, and University departments may not separately enter into contracts for mobile devices and services. Furthermore, mobile carriers are not allowed to solicit individual University departments regarding mobile plans, device upgrades, etc. Rather, carriers must coordinate service activities through Telecommunications.

PROCEDURES

Eligibility Requirements
To qualify for the technology allowance or university-owned mobile device, the employee must have a documented business need included in the position description identified by the department head/director and approved by the CIO that includes at least one of the following:

1. The duties of the position are such that immediate response is critical (e.g., critical infrastructure or operational support, emergency management, executive decision-making, etc.).
2. The duties of the position may lead to potentially hazardous situations with no other acceptable or reliable means of alternative communications.
3. The duties of the position require that the employee work in the field and need to be immediately accessible and/or require access to online resources (e.g., email, calendar, web, etc.).
4. The duties of the position require athletics management (e.g., on-site responsibilities, team travel, academic and NCAA compliance matters, student welfare, etc.).
5. The duties of the position require frequent travel and communication abroad (e.g., Canada, Mexico, or overseas).

A department which requires shared devices for purposes such as rotating on-call responsibilities, responding to maintenance needs, or enforcement purposes are eligible for shared university-owned mobile devices assigned to the department rather than the employee(s) (e.g., housing, facilities, parking).

Technology Allowances
The technology allowance serves to cover the business use of the employee’s personal mobile device(s), service plan, and/or accessories (excluding laptops). The employee is responsible for replacing any personal mobile devices that are lost, stolen, damaged, or malfunctioning.

The following options exist for a department to pay an employee a technology allowance. This payment is not expected to cover 100 percent of an employee’s personal cell phone or personal usage.

1. Tier I – $20/month (equivalent to $240 annually) for cellular service with text messaging (e.g., eligibility requirements 1, 2, 3, 4, or 5 depending on needs).
2. Tier II – $43/month (equivalent to $516 annually) for cellular service with text messaging, mobile hotspot, and data plan (e.g., eligibility requirements 1, 3, 4, or 5 depending on needs).

UND has the authority to raise or lower the technology allowance amount at any time for all employees (not on an individual basis) based on market price and/or changes to applicable laws and regulations.
Only one technology allowance is permitted per employee during any given pay period. Technology allowances are not allowed during any month when the employee is ineligible or is not earning pay.

REQUEST AN ALLOWANCE – To obtain a technology allowance, the department head/director must complete the following forms and submit them to the CIO for review and approval:
1. University-owned mobile device and technology allowance authorization form
2. Additional/reduce pay request form – Include earnings code H92 and justification (see Procedures: Eligibility Requirements)

Upon approval of the technology allowance, the CIO sends the additional/reduce pay request form to Payroll Services. The technology allowance will be charged as salary, not as an operating expense. The standard approval process for budget reallocation would apply should reallocation be necessary.

The request for an allowance must be submitted or renewed annually prior to the beginning of each fiscal year. This annual submission of paperwork gives departments an opportunity to review the mobile device needs of each employee although ongoing departmental monitoring is advisable.

Because technology allowances are based on a specific position, a new authorization and approval by the CIO is required when an employee changes positions.

DISCONTINUE AN ALLOWANCE – Departments are accountable for the prudent use of university resources and establishing robust review procedures. Termination of the technology allowance is required if the business purpose no longer exists, or the employee is no longer maintaining an appropriate mobile device and plan.

If the employee resigns, is terminated, transfers to another department, or no longer qualifies for a technology allowance, the supervisor is responsible for submitting an additional/reduce pay request form to Payroll Services within three business days to discontinue the technology allowance.

University-Owned Mobile Devices
Departments are expected to minimize the number of university-owned mobile devices in their units. In addition, departments are responsible for addressing patterns of personal use that interfere with work performance.

DEPARTMENT-ASSIGNED DEVICES – It may be prudent for departments to consider university-owned mobile devices that are assigned to the department for check-out by individuals as needed (e.g., housing, facilities, parking), as alternatives to individually assigned university-owned mobile devices. In these cases, the departmental device and service may not be used by, or assigned to, one specific individual.

REQUEST A UNIVERSITY-OWNED MOBILE DEVICE – To obtain a university-owned mobile device, the department head/director must complete the university-owned mobile device and technology allowance authorization form and submit it to the CIO for review and approval. If the CIO approves the use of a university-owned mobile device, the CIO submits the university-owned mobile device and technology allowance authorization form to Telecommunications. Telecommunications will work with the department, employee, and mobile carrier to identify an appropriate mobile device and wireless plan.

The request for a university-owned mobile device must be submitted or resubmitted annually prior to the beginning of each fiscal year. This annual submission of paperwork gives departments an opportunity to review the mobile device needs of each employee although ongoing departmental monitoring is advisable. Telecommunications will provide an annual summary of university-owned mobile device usage to each vice president in May for review. The vice president must sign the report as an indication it has been reviewed, and may provide additional comments as necessary. This signed report must be submitted to and on file with the CIO prior to the approval or renewal of any university-own mobile device requests for the upcoming fiscal year.

Because university-owned mobile devices are based on a specific position, recertification and approval by the CIO is required when an employee changes positions.
DISCONTINUE USE OF A UNIVERSITY-OWNED MOBILE DEVICE – If the employee resigns, is terminated, transfers to another department, or no longer qualifies for a university-owned mobile device, the supervisor is responsible for notifying Telecommunications to deactivate the device within three business days, and must return the University-owned mobile devices to Telecommunications. Telecommunications will either reassign the device to another employee, or treat it as surplus property in accordance with applicable University policies and procedures.

INSURANCE AND REPLACEMENT OF A DEVICE – UND will not insure university-owned mobile devices. Replacing or upgrading university-owned mobile devices will not be permitted unless the device is malfunctioning and/or not meeting the requirements of the applications necessary for the position. If a device malfunctions, the department must contact Telecommunications to identify available options for replacement. Multiple replacement of a device may be grounds for permanent revocation of the university-owned mobile device.

BILLING AND SERVICE PLANS – Billing and service plan management are coordinated by Telecommunications. Unless a complete billing statement (including call details) is requested from Telecommunications, departments will receive a summary of monthly charges and a high level overview of usage and purchase charges. Departments are responsible for paying the charges as identified on the statement.

Telecommunications will work with the CIO and mobile carrier to identify the best mix of available plans to optimize UND’s overall plan enrollment. Telecommunications will identify the appropriate option when initiating a new service plan or a renewing current plans.

Terms of Participation
The misuse of a mobile device while conducting university business will result in immediate cancellation of the technology allowance or surrender of the university-owned mobile device, and may result in disciplinary action, up to and including termination.

Departments with university-owned mobile devices, or those that have agreed to pay technology allowances for employees, are responsible for establishing procedures to review the ongoing business need for these employees, and to ensure compliance with this policy.

TECHNOLOGY ALLOWANCE – An employee with a technology allowance must maintain an active device plan for the life of the technology allowance. The employee is responsible for notifying his or her supervisor when the employee no longer has the business need for which the technology allowance was approved, or discontinues an active device plan through which business was conducted. The employee will provide copies of billing statements whenever requested to assure proper accounting.

Knowingly accepting a technology allowance when an individual is no longer paying for a service plan that is used for university business is a serious violation of policy that may result in disciplinary action, up to and including termination.

UNIVERSITY-OWNED MOBILE DEVICES – A mobile device purchased with University funds remains the property of the University and must be listed on the department’s inventory. An employee may be required at any time to surrender the device. When a university-owned mobile device is to be replaced or removed from service (e.g., separation from university services, change in job responsibilities, etc.), the department will return the device to Telecommunications within three business days. Telecommunications will either reassign the device to another employee, or treat it as surplus property in accordance with applicable University policies and procedures.

Other Reimbursements
For infrequent travel abroad, UND may provide reimbursement under UND policy Employee Travel – Other, with prior approval from the department head/director and appropriate documentation, even if an employee receives a technology allowance.
In limited cases, and when the employee does not have a University-owned mobile device or does not receive a technology allowance, UND may reimburse an employee for expenses that exceed the cost of an employee’s personal plan due to business usage, and the reimbursement does not occur on a regular basis.

The employee must submit the actual wireless billing statement along with all charge details to document business calls that required the employee to exceed the cost of their personal plan. This payment is processed on a payment request e-form through Payment Services.

**Safety and Security When Using Mobile Devices**

**SAFETY** – While on university business, employees are responsible for operating vehicles or potentially hazardous equipment in a safe and prudent manner. Per NDCC §§ 39-08-23, the transmission of electronic messages, including email, text message, instant message, and website access, while operating a motor vehicle as part of traffic is prohibited.

**SECURITY** – The university standard for security of devices and information includes personal or university-owned mobile devices. This is especially important for those employees that receive or use sensitive, restricted, or protected information.

Employees are subject to all University policies related to data access, privacy, management and storage (see SBHE policy 1202.3 in Related Information). Any violation of this policy may result in cancellation of the technology allowance or surrender of the university-owned mobile device, and disciplinary action, up to and including termination.

**Preserving Information on Mobile Devices**

Pursuant to federal and state law, whenever UND is sued or reasonably anticipates that litigation may be commenced, it must take actions to preserve all electronically stored information that may be relevant to the claim. This requires UND to suspend the deletion, overriding, or any other destruction of electronic information relevant to the dispute that is under the control of the university. This includes all forms of electronic communications (e.g., email, word processing, calendars, voice messages, texts, videos, photographs, etc.) wherever it is stored, including on a mobile device. This electronic information must be preserved so that it can be retrieved – if necessary – at a later time in connection with the lawsuit. Consequently, mobile devices used to conduct university business, whether owned by the university or the individual, may be subject to these preservation rules as well as NDCC Chapter 44-04 concerning public records. In addition, all records created in the course of university business, including those on mobile devices, are subject to the UND Records Retention Schedule and should be managed accordingly.

**RESPONSIBILITIES**

| **Chief Information Officer** | ▪ Review and approve technology allowances and university-owned mobile devices  
▪ Review and approve change in service plans on an annual basis |
|-----------------------------|-------------------------------------------------------------|
| **Department Head/Director** | ▪ Document business need for technology allowance/university-owned mobile device on university-owned mobile device and technology allowance authorization form; annually submit to CIO for approval  
▪ Complete additional/reduce pay request form for technology allowance including funding source; annually submit to CIO with university-owned mobile device and technology allowance authorization form |
| **Department/Supervisor**   | ▪ Create and maintain process to identify and track employees’ ongoing business need for a technology allowance or university-owned mobile device  
▪ Create and maintain process to check out centrally managed devices to individual employees  
▪ Pay monthly billing statements |
- Pre-approve and document the need to reimburse an employee for expenses that exceed the cost of an employee’s personal plan due to business usage
- Submit a payment request e-form with the actual wireless billing statement and all charge details to document business calls to Payment Services
- Complete additional/reduce pay request form and submit to Payroll Services to discontinue technology allowance
- Notify Telecommunications to discontinue university-owned mobile device; return device to Telecommunications

### Employees

- Minimize personal use of university-owned mobile devices
- Maintain active device plan when receiving technology allowance
- Provide copies of billing statements associated with technology allowance upon request
- Notify supervisor when business need is no longer valid, or when device plan no longer meets technology allowance specifications
- Use university-owned mobile devices within federal, state, and local laws
- Preserve information on mobile devices if/when directed

### Human Resources and Payroll Services

- Process additional/reduce pay request forms for technology allowances

### Payment Services

- Process payment request e-forms for additional reimbursements

### Tech Support

- Support UND mobile technologies and enterprise email connection to official UND email system

### Telecommunications

- Maintain university-owned mobile devices and plans
- Reassign or dispose of university-owned mobile devices according to surplus property requirements
- Provide billing statements to departments for university-owned mobile devices
- Provide annual summary of usage to vice presidents for university-owned mobile devices

### Vice Presidents

- Review annual university-owned mobile device use report; sign and return to CIO prior to beginning of fiscal year

### FORMS

- Additional/Reduce Pay Request: [http://UND.edu/finance-operations/human-resources-payroll/human-resources/forms-policies-checklists/a-z-forms.cfm](http://UND.edu/finance-operations/human-resources-payroll/human-resources/forms-policies-checklists/a-z-forms.cfm)
- Payment Request E-Form: Access electronic form through ImageNow

### APPENDICES

There are no appendices for this policy.

### REVISION RECORD

07/27/2007 – Policy Implementation
<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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| 03/05/2012   | - Drafted new policy statement and procedures to be in compliance with NDCC, NDUS, and IRS rules and regulations  
               - Put into F&O policy format                                                                                                                     |
| 05/11/2012   | - Signed by President Robert O. Kelley                                                                                                              |
| 06/07/2012   | - Clarified information in Monthly Employee Payroll Payment Options for Wireless Plans: added earnings code H91 and need to follow standard process for budget reallocation if necessary |
| 08/09/2012   | - Changed earnings code from H91 to H92                                                                                                            |
| 11/16/2012   | - Added Appendix 2 – Stipend Information and Terms and Conditions of Use to list of Appendices                                                     |
| 04/04/2017   | - Changed responsible office to Telecommunications  
               - Revised Policy Statement to put emphasis on technology allowances rather than university-owned mobile devices, added restrictions on mobile carriers and ability to enter into contracts separate from institutional plan, cleaned up additional language  
               - Revised Reason for Policy to include prudent use of funds, and added SBHE policies for compliance purposes  
               - Added to Related Information: IRS guidance on tax treatment of cell phones, NDCC Chapter 44-04, SBHE 1202.1 and 1202.3, UND tech support, and UND surplus property policy  
               - Updated Contacts to include new points of contact, phone numbers and web links  
               - Updated Definitions to include CIO and NCAA; removed cell phone/mobile phone, mobile computing device, reimbursement, and essential personal purposes; revised content for mobile device and/or service; and renamed monthly payroll amount as technology allowance  
               - Added and restructured content within Principles: overview, de minimis use, political purposes, business travel, technical support and mobile carriers  
               - Added Procedures: Eligibility Requirements  
               - Revised Procedures: Technology Allowances reducing number of allowance tiers from four to two and reducing amounts to coincide with currently available personal cell phone plans; added CIO authorization as requirement; added process to discontinue allowance  
               - Revised Procedures: University-Owned Mobile Devices to add department-assigned devices, process to request and discontinue a university-owned mobile device, insurance and replacement of devices, billing and service plans  
               - Added Procedures: Terms of Participation  
               - Clarified Procedures: Other Reimbursements  
               - Added Procedures: Safety and Security When Using Mobile Devices  
               - Added Procedures: Preserving Information on Mobile Devices                                                                                   |
| 07/25/2017   | - President Mark R. Kennedy                                                                                                                          |
UNIVERSITY-OWNED MOBILE DEVICE AND TECHNOLOGY ALLOWANCE AUTHORIZATION FORM

Section 1
Identify the person receiving the university-owned mobile device or technology allowance. If the request is for a shared device, identify the main contact for all devices.

Name: ________________________________ Phone: ________________________________
Department: __________________________ Email: ________________________________
Title: ________________________________ Date: ________________________________

Section 2 – Business Purpose/Justification
Select the business purpose for providing the employee a university-owned device or technology allowance.

☐ The duties of the position are such that immediate response is critical (e.g., critical infrastructure or operational support, emergency management, executive decision-making, etc.).

☐ The duties of the position may lead to potentially hazardous situations with no other acceptable or reliable means of alternative communications.

☐ The duties of the position require that the employee work in the field and need to be immediately accessible and/or require access to online resources (e.g., email, calendar, web, etc.).

☐ The duties of the position require athletics management (e.g., on-site responsibilities, team travel, academic and NCAA compliance matters, student welfare, etc.).

☐ The duties of the position require frequent travel and communication abroad (e.g., Canada, Mexico, or overseas).

☐ Department requires shared devices for purposes such as rotating on-call responsibilities, responding to maintenance needs, or enforcement purposes.

Section 3 – Request
Select the type of university-owned mobile device or technology allowance requested.

☐ University-owned mobile device
  ☐ Cell phone
    ▪ Quantity (shared devices only) ______
  ☐ Mobile Hotspot/MiFi device
    ▪ Quantity (shared devices only) ______
  ☐ Other: ________________________________

☐ Technology allowance
  ☐ Tier I - $20/month (text messaging)
  ☐ Tier II - $43/month (text messaging, mobile hotspot, data plan)

NOTE: The number of the mobile device for which a technology allowance is requested must be a local call from UND’s Grand Forks campus (exceptions will be granted on a limited basis).

This request is a renewal of a university-owned mobile device or technology allowance. ☐ Yes ☐ No

Section 4 – Funding
Complete additional/reduce pay request form (include earnings code H92 and justification) and submit with this request.

Section 5 – Employee Terms and Conditions Review
I have read and agree to comply with the terms and conditions outlined in the UND Cell Phones and Other Mobile Devices Policy.

Employee __________________________ Date ________________

Section 6 – Approval

Department Head/Director __________________________ Date ________________

Chief Information Office __________________________ Date ________________
# MOBILE DEVICE TRACKING FORM

Department: __________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Employee Name</th>
<th>Position Number</th>
<th>Eligibility Requirements (identify documented business need(s) 1-5 from policy)</th>
<th>Personally Owned or UND-Owned</th>
<th>If Personally Owned, Technology Allowance (identify Tier 1 or 2 from policy)</th>
<th>Mobile Device Number</th>
<th>Type of Mobile Device</th>
<th>Employee Initials (I have read and agree to comply with the terms/conditions of the cell phone policy)</th>
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Department Head/Director ____________________________ Date _____ Chief Information Officer ____________________________ Date _____
# Mobile Device Tracking Form

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<tr>
<th>Date</th>
<th>Employee Name</th>
<th>Position Number</th>
<th>Eligibility Requirements (identify documented business need(s) 1-5 from policy)</th>
<th>Personally Owned or UND-Owned (if UND-owned, include phone number of mobile device)</th>
<th>If Personally Owned, Technology Allowance (identify Tier 1 or 2 from policy)</th>
<th>Mobile Device Number</th>
<th>Type of Mobile Device</th>
<th>Employee Initials (I have read and agree to comply with the terms/conditions of the cell phone policy)</th>
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