

Policies and Standards

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PURPOSE

To reduce cellular service costs to the University and increase employee productivity.

SCOPE

All employees using University-paid cellular services.

POLICY

When the department administrator determines an employee requires a cellular device, they must complete a cellular request form, obtain all necessary signature authorization and forward to Purchasing. Purchasing is responsible for establishing all accounts, maintenance to include billing, and all communication to the supplier. University personnel should direct all questions and needs to the Purchasing department, not the supplier.

For employees whose needs cannot be met by the primary supplier, a secondary supplier will be contacted. Purchasing is responsible for establishing the account and completing contract paperwork. The employee's department is responsible for daily account maintenance, including billing, as well as issue resolution.

DEFINITIONS Primary Supplier A supplier that has been awarded a contract by the University to provide the majority of cellular product and service.

Secondary Supplier

Approved supplier or suppliers who offer product or services not provided by the primary supplier.

RESPONSIBILITIES

The employee and/or department administrator will be responsible for legal use of cellular device and must be aware of the cellular price brackets (usage minutes) for billing purposes.

ADMINISTRATION AND INTERPRETATIONS

This policy is administered by Purchasing. Questions regarding this policy should be directed to the Technology and Telecommunications Buyer.

APPROVED

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AMENDMENT/TERMINATION OF THIS POLICY

The University reserves the right to modify, amend or terminate this policy at any time. This policy does not constitute a contract between the University and its faculty or employees.

EXCEPTIONS

Below is the criterion employees must meet to contract with a secondary supplier:

- 1 Primary supplier's coverage map does not include area(s) the employee travels within at least 20% of their work week, or
- 2 Primary supplier's system does not include hardware technology needed by the employee and the primary supplier has no intention to include said hardware within 60 days of employee's request, or
- 3 Employee experiences consistent Omaha area reception issues resulting in lost or dropped calls severely impacting productivity or risking human life.

VIOLATIONS/ENFORCEMENT

If an employee contracts for cellular services without department administrator approval, the employee will not be reimbursed for cellular costs.

The first excessive minute use offense will receive a written warning to monitor phone use. All offenses thereafter will result in a flat overage rate fee of \$40 to be charged to the department account

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