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## College of Agriculture and Life Sciences

### Policy on Mobile Communication Devices

**Effective: June 1, 2018**  
**Reviewed: April 7, 2021**

#### **Purpose:**

This administrative guideline describes the college's parameters for Mobile Communication Devices.

#### **Background:**

The College of Agriculture and Life Sciences is granted the authority to execute policies and procedures deemed necessary to implement best practices as stewards of university funds. These policies and procedures may be more restricted or broader than those provided by the university. As it relates to mobile communication devices, the college's policy supersedes those outlined by the university.

#### **Guidelines and Procedures**

The College of Agriculture and Life Sciences will not authorize employees to have university cell phone devices and service plans as outlined in [University Policy 3960: Mobile Communication Devices](#). Employees who meet the eligibility requirements, provided for within the University Policy, may be granted an allowance payment for business use of a personal device.

Justification for the college's business decision can be viewed under Attachment A of this document.



**Note: Modified after May 19 Dept Head meeting to change date from October 2017 to June 1, 2017**

To: Dean and Associate Deans  
Subject: Cellular Phone Proposed Transition Plan  
Date: April 18, 2016

**Background:**

In April of 2016, the University announced its Mobile Communications Device policy. This plan has the option to reimburse employees for business use of their personal mobile devices. For employees with a mobile device and a data plan, reimbursement of a set amount per month is now possible. For those with just a mobile phone (no data plan), reimbursement of a lower set amount per month is now possible. On average this represents over half of the cost of a typical plan.

Given the change in policy at the University, this is an opportunity to examine current practice and make recommendations for the future.

**Reasons for Transition:**

***Cost Savings:***

Costs savings at the unit level will be achieved by transitioning to the new reimbursement plan.

***Uncalculated Cost/Efficiency Gains***

In addition to the direct costs for plans and equipment, the total cost of operation (TCO) for mobile devices includes a significant investment of time.

**ICRs** – A significant number of ICRs are processed each month which consumes both staff time to prepare and administrative time to review and approve.

**CNS Billing/Reconciliation** – Each month staff comb through cell phone bills to determine whether there are any overages.

**Journal Entries** – For business related overages and some equipment purchases, the process often requires journal entries to unit funds and accounts.

**Surplus Property** – When cell phones are replaced, the old phones must go through the surplus process. Transporting, delivering, and processing the surplus items has a

significant cost associated with mileage, time spent collecting old devices, time spent processing forms, and time spent delivering to surplus property.

**Collection process** – Each month, after reviewing the CNS bills, a determination is made whether there are overages and if so, whether there is personal usage that needs to be reimbursed. This requires time to identify personal usage, time from the support staff to collect the funds from the individuals, send through campus, and process through the Bursars office.

**IT Support** – Currently, AITs and CALS IT are asked to help with a number of mobile device related issues. There is a significant amount of time spent trying to resolve issues related to mobile devices.

Under the new plan, there will be no administrative costs for ICRs, CNS billing, journal entries, surplus property, or collections. In addition, support for the device can be managed by the local provider.

**New transition procedure:**

Given the savings related to the TCO and the modest direct cost savings, the following is warranted:

***All College of Agriculture and Life Sciences employees (including administration, departmental, AREC, and VCE) who are eligible and approved for a mobile device will transition to the new reimbursement plan based on the criteria outlined below:***

**New Hires** – All new hires who are eligible and approved for a mobile device, will use the new plan.

**Early Adopters** – Any active user who wishes to switch to the new plan may do so at any time.

**Request for Upgrades/Replacement Phones** – Active users who desire an upgrade in service or a replacement phone, will be directed to use the new plan.

**Current Plan Sunset** - As of June 1, 2018, all active users will be on the new mobile device plan.

**Benefits to Active Users for Switching to New Plan:**

- Can manage plan within current family cellular plans.
- Less worry about personal usage of cellular device.
- Access to preferred plan and phone type.
- Quick access to local provider service, repair, maintenance, support.
- Insurance for damaged phones likely available in most plans.
- Bills are timely and directed to the individual...not the University.
- Global service available through travel reimbursement when necessary.