

UADA Policy 385.1

Cellular Communication

Purpose

The purpose of this policy is to regulate the provision of institutionally reimbursed cellular services for the University of Arkansas System Division of Agriculture (UADA) to achieve the following goals:

- Facilitate cellular communications for those with a demonstrable justified need;
- Create a control structure that ensures appropriate administrative approvals; and
- Reimburse a maximum fixed amount for necessary cellular service in an administratively efficient manner (i.e., approval, budgeting, and payment).

This policy does not intend to limit future technological advancements or hinder the evolution of next-generation communications. Instead, it ensures effective administrative oversight for cellular communications moving forward.

Policy

Eligibility for cellular service reimbursement will be based on:

- status as a full-time appointed employee; and
- demonstrable institutional need which meets one of the following criteria:
 - Where eligible employees use their own device for significant periods of time in order to adequately accomplish their duties.
 - Where job duties routinely require employees to be away from their office for significant amounts of time for travel, field work, etc., and those employees have an institutional need to be accessible.

There must be a strong and continuing need for service that meets the criteria defined above. Accessing Workday® or Multi-Factor Authentication (MFA) via a mobile device is not sufficient justification for a reimbursement of cellular service. Reimbursement pursuant to this policy is available for the provision of cellular service only. No reimbursements will be made for device purchases, upgrades, repairs, accessories, etc.

Concurrent with the implementation of this policy, a periodic review may be conducted for all UADA-reimbursed cellular services.

Approval Authority and Funding

The [Cellular Communication Justification and Approval Form](#) shall be used for securing and documenting approvals. Supervisor approval must be granted through use of this form. Before providing approval via the request form, it is the responsibility of supervisors to obtain approval from the relevant budget authority for the funding source, i.e., by the department head, unit leader, etc. Relevant budget authorities will be notified of approved requests.

The Department or Unit will be responsible for the cost of reimbursement for the service. A central funding source for cellular service does not exist.

Approval for UADA-reimbursed cellular communication service is for a maximum of twelve months at a time, but in no event shall an approval be valid past June 30 of the fiscal year in which approval was given. The twelve-month period necessitates at least annual renewal of the administrative approval for UADA-reimbursed cellular communication devices and services.

Proof of cellular service must be provided to the immediate supervisor at the time of the submission of the [Cellular Communication Justification and Approval Form](#). The justification and approval form must be submitted on an annual basis and attached to monthly expense reports in Workday. It is the responsibility of the Supervisor to review supporting documentation provided by the employee to determine eligibility

To receive reimbursement, cellular service must be established and paid by the user with monthly reimbursements made from funds identified and determined by a department for a pre-approved amount to compensate for business use of an employee's equipment and service, up to a maximum of \$50 per month (including data and text plans). Reimbursement may not exceed actual monthly charges.

Periodic Eligibility Review

Supervisors should perform a review whenever an employee's work assignment changes to determine whether the approval criteria are still being met. The funding unit should verify reimbursement rates against source documents annually, at a minimum.

FOIA

Whenever UADA-paid cellular service is used to conduct official business, whether on personal or UADA-provided devices or plans, records of such communication should be considered subject to disclosure under the Arkansas Freedom of Information Act, unless the nature of the record is otherwise exempt under the law.

Data Security and Confidentiality

Security sensitive institutional data must be protected from unauthorized disclosure. Do not retain security sensitive institutional data on local or mobile devices. Password protect devices supported by allowances. Do not text private UADA data or protected personal information such as social security numbers, passwords, or credit card numbers.

Cellular Service Funded by Sponsored Agreements (Grants and Contracts)

Cellular equipment and services are generally not considered an allowable expense on sponsored agreements. However, they may be charged against such funding sources consistent with the regulations and guidelines associated with the award. Such expenditures must be

specified in the budget, approved by the sponsor, and receive prior approval by the Office of Sponsored Programs (OSP) for charges against grants or contracts.

Contract Changes or Cancellations

The UADA will not accept responsibility for the cost of contract changes or early cancellation penalties for individual cellular plans.

Use of Cellular Devices While Driving

Arkansas Code Annotated §27-51-1504 states “(a) Except as otherwise provided in subsection (b) of this section, a driver of a motor vehicle will not use a handheld wireless telephone for wireless interactive communication while operating a motor vehicle”. Subsection (b) of the code makes exceptions for emergencies and for persons performing official duties as a certified law enforcement officer, firefighter, ambulance driver or emergency technician.

UADA employees driving on official business must comply with all applicable state and federal laws as well as UADA policies.

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