
WVU POLICY POLICY ON MOBILE DEVICES

1. PURPOSE & SCOPE:

1.1. PURPOSE.

The purpose of this policy is to establish guidelines regarding the University's coverage of mobile devices and plans and University-issued mobile devices for certain employees who have an official University business need for a mobile device. The policy is meant to ensure a consistent, efficient, and fair process for employees whose job responsibilities require regular mobile device and/or data connectivity as described herein.

1.2. SCOPE.

This policy applies to all West Virginia University ("WVU" or "University") and West Virginia University Research Corporation ("WVURC") employees. This policy applies to all mobile devices including, but not limited to, cellular phones and tablets.

2. UNIVERSITY CELLULAR PLAN STIPENDS

2.1. Effective October 6, 2024, the University will no longer provide University employees a cellular plan stipend.

2.1.1. Eligible Employees, as defined in Section 2.1.2, will receive a one-time salary increase of \$300 annually or a one-time hourly rate increase of \$0.16 (equivalent to a \$25 a month cellular plan stipend) to compensate for the elimination of cellular plan stipends. This one-time salary or rate increase will be added to Eligible Employee's pay beginning with the November 1, 2024 payroll cycle.

2.1.2. Eligible Employees means University Employees who, as of October 1, 2024: (a) receive a cellular plan stipend, and (b) make an annualized base salary of \$100,000 or less.

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Category: Finance

Policy Title: Cell Phone Stipends & University Issued Cell Phones

Responsible Unit: Finance

Effective: October 1, 2024

3. UNIVERSITY PURCHASED MOBILE DEVICES

- 3.1. In limited circumstances, employees may receive a University-issued mobile device to be used for University business purposes only. It may not be used as an individual's personal cellular device. The department must purchase the mobile device and cellular plan through the University's Department of Procurement, Contracting, and Payment Services. This need must be approved by a University Vice President, and the approval should be granted sparingly.
- 3.2. An employee may receive a University-issued mobile device only when external regulatory requirements (e.g., NCAA mandates), contractual employment requirements, and/or specific unit needs dictate that the device must be provided by the University. In terms of specific unit needs, this approval should be limited to the following circumstances:
- 3.2.1. The employee routinely responds to urgent, emergency, or crisis situations outside of normal operating hours and/or office locations as part of their University duties; and
- 3.2.2. The employee makes an annualized base salary of \$100,000 or less.
- 3.3. A University department may purchase a mobile device to be shared by the employees within that department for University business purposes only, if approved by the department's Vice President. The department must purchase the mobile device and cellular plan through the University's Department of Procurement, Contracting, and Payment Services.
- 3.4. The University is not responsible for and will not replace a mobile device owned or purchased by a University employee.
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4. SPONSORED RESEARCH

- 4.1. The eligibility criteria in Sections 2 and 3 do not apply when a mobile device and/or cellular plan are charged directly to a sponsored award (grant). A mobile device and/or cellular plan may be charged directly to a sponsored award only under the following conditions:
- 4.1.1. It is essential and directly allocable to the project;
- 4.1.2. The cost does not exceed the equipment capitalization cost per unit (currently \$5,000);

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- 4.1.3. It is included in the proposal's detailed budget and budget justification with an explanation of how the device is essential to the project, and
 - 4.1.4. The device itself is internally tracked by the responsible department maintaining effective care, custody, and control of the device.
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5. OVERSIGHT & RESPONSIBILITY

- 5.1. Vice Presidents of the associated areas shall be responsible for oversight and approval of whether its employees are eligible for the salary increase.
 - 5.2. An annual review shall be conducted by Vice Presidents or designees, to assess each authorized employee's need for cellular access for business purposes, as duties and responsibilities can change over time. The responsibility for determining business need, justification, and for supplying funding will rest with the employing unit.
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6. DEFINITIONS:

- 6.1. **Eligible Employees:** Employees of West Virginia University or West Virginia University Research Corporation who meet the criteria in Section 2 of this Policy.
 - 6.2. **Mobile Devices:** Portable electronic equipment that can connect to the internet, including but not limited to, a cellular phone or tablet. Mobile Devices does not include laptop computers.
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7. AUTHORITY:

- 7.1. WVU BOG Governance Rule 1.2 – Administration