VANDERBILT UNIVERSITY
Facilities

Policy Name:	University Issued Communication Devices	**Department:**	Facilities
Effective Date:	April 9, 2024	**Division:**	Administration
Managed By:	Facilities	**Approved By:**	Associate Vice Chancellor for Facilities Alex Kohnen, PE

OBJECTIVE:

Facilities recognizes that designated employees may be required to conduct routine business during the workday via cell phone, or outside of normal business hours. They may receive and make business telephone calls, text messages, and emails while in the field or after scheduled hours. Employees who are required to perform these functions as part of their job duties will either be issued a university-owned cell phone under the current plan or will receive partial reimbursement via a monthly stipend. If the employee selects the stipend, the stipend will be added to the employee's paycheck once a month and is a taxable benefit. For both options, the departmental senior leader must review and approve all requests.

This policy specifically establishes the proper use and responsibilities for those employees who have university-issued communication devices (e.g. cell phones, iPads).

EMPLOYEE RESPONSIBLITIES FOR UNIVERSITY-ISSUED DEVICES:

1. Employees are responsible for keeping their devices charged and protecting them from damage.
2. Damage should be reported to the employee's manager immediately.
3. Lost or stolen devices should be reported to the employee's manager immediately.
4. Employees shall use their devices for university business only. Incidental use of a device for personal business will not result in disciplinary action as long as that use does not result in a financial cost to the university and as long as all university policies and rules are followed.
5. Employees shall adhere to Vanderbilt University's *Electronic Communications and Information Technology Resources* and *Acceptable Use* policies.
6. Employees shall not download apps or make any modifications to the device hardware or software. If an app is desired, the employee may send a request to their manager who will forward the request through their director (for approval if applicable) and then to the Senior Director of Systems for review and implementation.

7. Employees shall acknowledge that they have read and understand this policy via an online platform such as Oracle Learn.

MANAGER RESPONSIBILITIES:

1. Managers will review and validate the business need for devices for new employees, and for existing employees on an annual basis.
2. Managers will submit each device request through their director (for approval if applicable) and then to the Senior Director of Systems to be processed.
3. Managers are responsible for collecting and returning devices and peripheral equipment (case, charger, etc.) to the Senior Director of Systems when an employee leaves the university.
4. The Senior Director of Systems shall be responsible for managing device software updates, app updates, and settings, and shall produce an annual report listing the user, status, and annual service cost of each device.

APPROVED BY:

Date	Associate Vice Chancellor for Facilities
4/9/2024	Alex Kolunen

POLICY RECORDED:

Date	

REVISION HISTORY:

Date	Summary of Changes