Policy Name: Auxiliary Services Mobile Device Policy

Date: January 28, 2022

Approved By: Laurie McLaughlin, Interim Auxiliary Services AVP

**Purpose:**
This Mobile Device Policy sets forth Auxiliary Services protocols for determining mobile device needs, assigning equipment, outlining acceptable use expectations and establishing monthly usage reviews.

**Applicability:**
This policy applies to all Auxiliary Services “employees.” That term includes all full-time, part-time, student/intern, and temporary staff, independent contractors, and consultants who are issued any mobile device by the University to be used in the course of their work or business on behalf of the department/University.

**Definitions:**
For purposes of this policy, the term “mobile device” is defined as any handheld or portable electronic wireless communication device with the ability to receive and/or transmit voice, text or data messages without a cable connection. This includes, but is not limited to, cellular phones, digital wireless phones, radio-phones/walkie-talkies, and telephone pagers as well as electronic devices such as personal digital assistants, tablet or laptop computers, portable media players and other handheld or portable electronic devices.

Auxiliary Services reserves the right to modify or update the definitions or provisions of this policy at any time.

**Acceptable Use:**
Employees utilizing University-issued mobile devices and/or their personal devices for university business must comply with the [Acceptable Use of Information Technology Resources Policy](#).

Acceptable use includes, but is not limited to, respecting the rights of other users, avoiding actions that jeopardize the integrity and security of information technology resources, and complying with all pertinent licensing and legal requirements.

**University-Issued Mobile Devices:**
1. **Determination of Need:**
Auxiliary Services issues mobile devices to employees to use in the course of carrying out work related duties. Staff may qualify for use of departmentally owned mobile devices, as determined by departmental leadership, when there is a valid documented business need. Certain units may have special needs that justify departmental ownership of mobile devices (delivery drivers, maintenance personnel, custodians,), where mobile devices are assigned to - or rotated among - employees. This also includes units that have multiple employees sharing a single mobile
device for on-call rotations.
Instances occur where staff may use their personal mobile device for university business. Employees using this option must comply with the University of Minnesota policy: Use of Personally Owned Mobile Devices for University Business.

2. Security of Equipment
Those who use or are assigned departmentally-issued mobile devices are expected to protect the equipment from loss, damage, or theft. Devices should not be left unattended. Any loss, damage or theft of a device should be reported immediately to the employee’s supervisor.

3. Returning Equipment
Upon resignation or termination, or at any time upon request, users may be asked to produce the mobile device for return or inspection. Employees who are unable to present the mobile device in good working condition within the time period requested will be expected to cover the cost of replacing the mobile device. Any employees who separate from employment with outstanding debts for equipment loss, damage or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

Use of Mobile Devices
1. University-Issued Mobile Devices:
Any mobile devices issued by the University are intended for business use.

2. Personal Mobile Devices While at work:
Employees are expected to exercise the same discretion in using personal mobile devices as they do while using their departmentally-issued devices. Personal calls during the workday, regardless of the device used (work or personal), interfere with productivity and are distracting to other employees. Personal calls may be made during rest periods and meal breaks. The University is not liable for the loss or damage of personal mobile devices brought into the workplace.

3. Safe Work Practices:
This policy prohibits the use of any mobile device while at any work site or while performing any work duties where the operation of a mobile device would be a distraction to the user and/or could create an unsafe work environment.

4. Device Use While Driving (including any motorized vehicles or equipment): Except in limited circumstances for drivers who may need mobile device access to specific route/GPS location information or in emergency situations, this policy prohibits the use of hand held mobile devices while driving on University business. If necessary, employees should pull off the roadway into a safe area, and stop the vehicle before taking or placing a call or using the device in any way. Mobile device users should not pull over onto the shoulder of the roadway or freeway since shoulders are used in emergencies and can be a dangerous location to park a vehicle.
5. Texting While Driving:
In accordance with Minnesota Statute § 169.475, this policy prohibits employees from operating a motor vehicle while using a hand-held mobile device to compose, read, or send an electronic message when the vehicle is in motion or a part of traffic. An electronic message includes, but is not limited to, e-mail, text messages, instant messages, and accessing the Internet. This prohibition applies at all times, including while driving for business purposes and/or while communicating for business purposes – whether driving for business or not. This prohibition also applies regardless of whether the motor vehicle is personal or University-provided, and whether the mobile device is personal or University-provided.

This policy does not apply if it is necessary to use a mobile device while operating a motor vehicle to obtain emergency assistance to (i) report a traffic accident, medical emergency, or serious traffic hazard or (ii) prevent a crime about to be committed, or if there is reasonable cause to believe that a person's life or safety is in immediate danger. In addition, this policy does not apply to mobile devices used in an authorized emergency vehicle while in the performance of official duties. If an employee wishes to engage in conduct prohibited by this policy, the employee must pull out of traffic and stop the car in a safe location and/or use the mobile device solely in a voice-activated or other hands-free mode.

Applications:
The University covers the cost of applications related to the business process(es) engaged by an employee with a mobile device if the app is not already approved and installed by the University. The University does not cover the cost of any personal applications for Auxiliary Services issued devices.

Review of Monthly Usage/Charges:
Reports outlining all mobile device charges and usage details are provided monthly by University Services Finance to Auxiliary Services unit Directors/Associate Directors and reviewed for accuracy and policy compliance. Employees should be able to document the business purpose of any mobile device usage, if asked for further clarification to substantiate compliance. Usage that cannot be documented as business-related will be treated as personal usage.

Effect of Policy:
The purpose of providing employees with any University-issued mobile device, or program installed on personal devices by the University, is to carry out the business of the University. Inappropriate use of these work-issued devices/programs is not permitted, and may be grounds for discipline up to and including termination.

Procedures:
For set up, click here: Mobile Device Set Up
All University supported phones have a Self Service that is installed by default. The Self Service includes a catalog of all the applications available to an employee and those an employee can install. Requests for applications to support productivity other than those already
provided should be discussed with the appropriate Auxiliary Services supervisor, who will check with management and inform U Services IT.

References:
University of Minnesota Policy - Cell Phone and Data Plan Business Expenses
https://policy.umn.edu/finance/cellulardevice
University of Minnesota Policy - Use of Personally Owned Mobile Devices for University Business
https://policy.umn.edu/it/itresources-appb
University of Minnesota Policy – Acceptable Use of Information Technology Resources
https://policy.umn.edu/it/itresources
University Services Policy - Employee Handbook
Minnesota Statute 169.475
https://www.revisor.mn.gov/statutes/?id=169.475

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