Purpose:

The purpose of this policy is to define standards and procedures for end users who have legitimate business requirements to utilize a mobile phone, smart phone, tablet or other mobile device to carry out their job duties. This policy will establish guidelines for determining the need for mobile devices and accounting for their use by the employees of the Pennington Biomedical Research Center. The center will provide the means for employees to have mobile communication devices by way of one of three plans:

A. A monthly stipend
B. A duty phone or device
C. A center-provided mobile device and service.

An employee participating in the monthly stipend plan may not also utilize a center-provided mobile device and service. Likewise, an employee utilizing a center-provided mobile device and service may not also receive a monthly stipend. These plans are mutually exclusive. The provision method is dependent upon the business need for communication with the employee when they are away from their workstation and/or the center.

General Information:

Business Use of Personal Devices: If the employee wishes to use a mobile device primarily for personal use, the employee should purchase a device in their name, and no stipend will be provided. If the employee is using the device primarily for their convenience, rather than a compelling business purpose, then business use is not reimbursable.

Reimbursement for Business Use: Departments may not directly purchase or reimburse mobile communication equipment, accessories or related services plans, including internet service plans for business or personal use by individual employees.

Restrictions apply on sponsored project funds: Charges to sponsored agreements for mobile devices are allowable only in unusual circumstances, where supplemental communications equipment and agreements are required for the technical scope of work, is used for no other purpose, and are not otherwise prohibited by the terms of the sponsored agreement.

Motor Vehicle Safety: Drivers shall comply with all federal, state and local laws and regulations regarding the use of mobile devices. An employee is prohibited from using a mobile device
while operating a PBRC mobile vehicle. For the safety of the employee and others the driver should pull over and stop at a safe location to dial, receive or converse on a mobile device.

**Device Access:** Any mobile device used to access center email and/or networks must have at minimum a 4 digit PIN to access the device. Pennington Biomedical mail administrators must be granted access to perform remote tasks including but not limited to: erasing all data, maintenance of password rules and screen locking, the activation and deactivation of services, and device encryption. This policy applies to both state owned devices and privately-owned devices used to access data or email owned by the center.

**Center purchased mobile devices:** All employees using a center purchased mobile device must complete and sign an **Off Campus / Storage Request** form.

**Plans**

A. **Monthly Stipend**
   
a. **Eligibility**

   Qualifications for a monthly stipend requires that one of the following conditions be met:

   i. The employee’s job duties require the performance of law enforcement activities, activities where their personal safety is at risk or that may directly impact the safety, health and welfare of the general public.

   ii. The employee’s Job duties require immediate access to the public telephone network for recall, consultation, or decision making. Lack of instantaneous communications could have significant effect on the operational efficiency of the center.

   iii. The employee’s job duties require them to be mobile or in transit a large percentage of the business day yet he or she must remain immediately accessible.

   b. **Stipend request** – An employee’s supervisor is responsible for determining and recommending the stipend for an employee based on job responsibilities – not job title or position. Once recommended by the supervisor, final approval should be granted by the respective Associate Executive Director (AED) via the form **Mobile Device Employee Agreement for Monthly Stipend**.

   c. **Stipend amount** – Pennington Biomedical will provide one monthly stipend in the following amounts pending approval by the respective AED.

       i. Plan A - $20 monthly stipend for either wireless voice or data service.

       ii. Plan B - $40 monthly stipend for both wireless voice and data services.

   d. **Obligation** – The employee, supervisor and applicable AED must sign a **Mobile Device Employee Agreement for Monthly Stipend** form which:

       i. Documents the monthly stipend amount.
ii. Outlines the requirements the employee will observe in obtaining a mobile device and service plan that meets departmental requirements, and defines the conditions for being available via mobile device.

e. Employee Responsibilities:
   i. Provide the phone number to the supervisor within five days of activation.
   ii. May select the carrier that best fits the employee’s needs – area of coverage; location of phone use; same carrier as other employees regularly called to minimize cell-to-cell costs. The carrier selected must be able to provide call detail.
   iii. The device must be capable of providing the appropriate means of communication dictated by the approved stipend amount.
   iv. Register the cellular number with Pennington Biomedical and LSU online directories.
   v. Inform the center when eligibility criteria is no longer met or service is interrupted or cancelled.
   vi. Comply with management requests for copies of the phone bill in order to verify that the plan is active and applicable to the approved stipend.
   vii. If the employee leaves center employment or is terminated for cause, the center will bear no cost of fees associated with changes or cancellation. If a center decision results in the need to end or change the wireless contract, the center may bear the cost of any fees associated with the change or cancellation.
   viii. Call detail records from the service provider must be provided by the employee when requested for a Public Records Request.
   ix. Any apps loaded on a personal phone are to be purchased by the employee and not reimbursed by the University.
   x. Any overages or additional fees charged to the plan are the responsibility of the employee, the stipend amount is fixed upon signature of the Mobile Device Employee Agreement for Monthly Stipend.

f. Stipend Renewal – Mobile device stipends must be evaluated on an annual basis. All support for the mobile device is to be provided by the cellular company chosen by the employee. The stipend is not an entitlement and can be changed or withdrawn at any time without notice. The stipend is not part of base pay for calculating salary increases, equity adjustments and will not affect retirement benefits. If an employee changes jobs within the center or their duties change, the stipend will be reevaluated.

B. Duty Phone
   a. Departments may obtain a cellular phone and service plan and/or a wireless hotspot for departmental use when the device will not be specifically assigned to one individual. These devices must be restricted to center business only.
   b. Some valid examples of duty phones include but are not limited to:
i. radio devices for use by facilities employees
ii. phones for use by security officers
iii. devices used for rotating on-call duty
iv. devices needed to support remote operation
v. devices provided temporarily to subjects participating within a study

c. Call records must be reviewed by a departmental supervisor each month.

d. The Executive Director is the approving authority for duty phones.

e. An inventory of duty phones and devices paid for by the department must also be maintained.

C. Center-Provided Mobile Device

a. Eligibility
Pennington Biomedical may continue to provide a mobile device for certain employees where it would be impractical for the employee to receive a stipend or due to security needs, or other operational considerations. An employee’s need for a center-provided mobile device or air card must be recommended by their supervisor, Department Head, and authorized by their respective Associate Executive Director. To initiate this request, a supervisor must complete the Center-Provided Mobile Device Employee Agreement form. The employee’s eligibility must meet one of the following criteria:

i. Protection of life and property – The job requires the performance of duties that could impact the employee’s or the center’s life and property. These duties may be impeded without immediate access (inbound and/or outbound) to the public telephone network, regardless of time of day or location.

   1. Law Enforcement – Job duties require the performance of law enforcement activities that may expose the employee or the general public to harm or danger.
   2. Personal Safety – Daily job duties require the performance of activities that may expose the employee or others to harm or danger.
   3. Public Welfare – Daily job duties require the performance of duties that may directly impact the safety, health and welfare of the general public.

ii. Improved efficiency and effectiveness – Job duties require immediate access (inbound and/or outbound) to the public telephone network for recall, consultation, and/or decision making. Lack of instantaneous communications could have significant effect on the operational efficiency of the center or significant impact on the economic or political welfare of the State.

   1. On Call – Duties require the employee to be immediately accessible after normal work hours, regardless of location.
2. Mobile or in Transit – Duties require the employee to be mobile or in transit a large percentage of the business day, yet immediately accessible.

iii. Lack of suitable communication alternatives – No other suitable communication alternatives (one-way or interactive pagers, two-way radio, or standard telephone service) are available due to the location or environmental conditions of the workplace.

b. Departmental Responsibilities

Departmental administrators are responsible for the following:

a. Monitoring the use of the communication services. If an employee misuses the privilege, the Department Head may revoke their use immediately.

b. Ensuring the department has available budget to fund anticipated charges for the term of the agreement (monthly charges as well as cost to purchase and activate the equipment).

c. Conducting an annual evaluation to ensure that the monthly stipend is still needed and appropriate.

d. Maintaining a departmental inventory of all mobile devices paid for by the department.
Policy Committee Secretary’s Attestation

Date of Policy Committee Meeting: 6/9/2015
Policy #: 617.00, Mobile Device Policy
Date of Approval: 6/9/2015
Publication Date: 6/9/2015
Effective Date: 7/1/2015

Anne Duke, Policy Committee Secretary

Approval by the Executive Director

William T. Cefalu, MD
Executive Director

Date
MOBILE DEVICE EMPLOYEE AGREEMENT FOR MONTHLY STIPEND

Name (Last, First MI) ________________________________________________
Department _______________________________________________________
E-Mail _____________________________________________________________
Office Phone_________________________  Cell Phone _____________________

I have read the terms of the Pennington Biomedical Research Center “Mobile Device Policy”, and I understand the employee responsibilities as outlined. I understand that in accordance with this policy that I will receive a monthly stipend of

☐ $20 for wireless or data service
☐ $40 for wireless and data service

to be used to procure mobile communication service and devices that are needed in conjunction with the performance of my job duties.

I understand that Pennington Biomedical’s contribution toward mobile communication service is taxable income that will be reported on my W-2 and is NOT part of my base salary and that any device purchased is my personal responsibility. I understand that the communications stipend must be used to maintain a device that is capable of voice, e-mail, and text messaging and that the cell number will be registered with Pennington Biomedical, as well as provided as directory information on Pennington Biomedical’s online directory.

I understand that I am responsible for the payment of any cost that exceeds the stipend (including roaming charges, international coverage, and data or SMS messaging overages) and acknowledge that I have been informed that I must maintain mobile communication service and devices in order to receive this stipend.

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Route completed form to Pennington Biomedical Human Resource Management after retaining a copy in departmental files.

Rev. 3/6/2015
CENTER-PROVIDED MOBILE DEVICE EMPLOYEE AGREEMENT

Employee Name (Last, First MI) ________________________________________________

Department ________________________________________________________________

E-Mail ________________________________________________________________

Office Phone_________________________  Cell Phone _____________________

I have read the terms of the Pennington Biomedical Research Center “Mobile Device Policy”, and I understand the criteria outlined within it. I recommend that in accordance with this policy the employee named above be provided with a center-provided mobile device for the reasons selected below:

Protection of life and property

☐ Law Enforcement – Job duties require the performance of law enforcement activities that may expose the employee or the general public to harm or danger.

☐ Personal Safety – Daily job duties require the performance of activities that may expose the employee or others to harm or danger.

☐ Public Welfare – Daily job duties require the performance of duties that may directly impact the safety, health and welfare of the general public.

Improved efficiency and effectiveness

☐ On Call – Duties require the employee to be immediately accessible after normal work hours, regardless of location.

☐ Mobile or in Transit – Duties require the employee to be mobile or in transit a large percentage of the business day, yet immediately accessible.

Lack of suitable communication alternatives

☐ No other suitable communication alternatives.

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Budget Code: ___________________________ Business Manager: ___________________________

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Rev. 6/9/2015