

OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE
MEMORANDUM

To: USM Office Mobile Device Users
FROM: Ellen Herbst
DATE: September 28, 2020
RE: FY 2021 Mobile Device User Agreement

Attached please find the USM Office policy for mobile devices. Take a few minutes to review the policy and sign the attached user agreement and international travel addendum.

After a review of the overall program cost and usage, the Personal Use Fee will be billed at an annual rate of **\$300** for those employees who have elected to purchase their own device. The Mobile Device User Agreement is for FY 2021. Mobile service will be billed retroactively to July 1, 2020.

It is important to note that airtime usage statements are monitored monthly by the USM Office IT and the Office of the Comptroller. In instances where the monthly usage exceeds a user's service allowance, adjustments will be made to the service package where appropriate. In some cases, where personal use (including text messaging) appears to be the cause of the excess charges, staff will be required to reimburse the USM Office IT for this additional expense.

Please return the signed statements via email to Suzcelle Sembrano (ssembrano@usmd.edu). This year payments can be made by check or credit card. **The preference is for payments to be made via credit card.**

Credit card payments can be made at the following portal:

https://quikpayasp.com/umdc/commerce_manager/payer.do?orderType=USM-Cell-Phone-Payments.

Checks should be made out to the University System of Maryland Office and sent to the following address:

USM Office
VCAF/Comptroller's Office
3300 Metzertott Road
Adelphi, MD 20783

Personal Use Fee payment deadline:

- FY 2021 amount is due by October 16, 2020.

Thank you.

cc: Michael Eismeier, Fred Hayes, Celeste Denson, Brian Acton



USM Office Mobile Device Policy

1. INTERNAL POLICY

Employees may be issued a USM Office provided mobile device and service primarily for non-compensatory business reasons. Job roles that entail one or more the following can be considered to have a strong and continuing non-compensatory business reason:

- The employee is required to travel on a frequent basis and must maintain regular communication while in travel status.
- The employee does not have access to other communication devices while on the job because the employee has no assigned office and/or the primary work location changes based on assignments.
- The employee supports essential systems that may require immediate communications throughout the day, after-hours, or while on travel.
- The employee is considered key personnel for emergency or safety purposes.
- The employee is required by their department to be accessible at all times by electronic means.

An employee whose job role has a strong and continuing non-compensatory business reason to be issued a USM Office mobile device and service *who prefers to maintain a single personal device for both personal and business use may do so, but must purchase the device through USM Office IT General Services Administration (GSA) pricing contract with Verizon (GS-35F-0119P).*

Service will be maintained by the USM Office to ensure that it is reasonable related to the USM Office's business needs, to ensure that the USM Office's payment for business use does not exceed the employee's actual expenses, and to reduce the administrative burden of providing a monthly reimbursement plan. The employee will be required to pay an annual fee to the USM Office for personal use for the following period. The fee will be reviewed annually in light of current rates and estimates of personal use over the previous period(s).

2. RESPONSIBILITIES

Mobile Device Assignment (Department Heads & Vice Chancellors):

Department Heads are required to:

- Determine whether an employee's job role necessitates the provision of a USM Office mobile device and service based upon his or her responsibilities and duties.
- Ensure that requests for a USM Office provided mobile device and service establish a non-compensatory business reason in accordance with the IRS's working condition fringe benefit rules.

- Ensure that requests for a USM Office provided mobile device and service are approved by the requesting department's Vice Chancellor. [Agreements will be assembled by the Comptroller's Office and presented to each Vice Chancellor at once.]
- Ensure that the USM Mobile Device User Agreement and International Travel Addendum are signed annually for each employee that has been provided a USM Office mobile device and/or service.
- Submit all requests for a USM Office provided mobile device and service and user agreements to geeks@usmd.edu as necessary.

USM Office Provided Devices (Staff Members / Employees):

Staff members and employees are required to:

- Review and sign the USM Mobile Device User Agreement and International Travel Addendum annually, and return the signed forms as instructed in the transmittal letter.
- Maintain a separate device and service for personal use and notify their department head if such a device and service is not maintained or lapses.
- Ensure that personal use of a USM Office provided mobile device is minimal and incidental. An employee will be held responsible for any personal use that results in additional charges.
- Ensure the device is protected from damage and unauthorized use.
- Ensure the device is returned to the USM Office IT Department if the employee terminates employment with the USM Office.

Employee Purchased Devices (Staff Members / Employees):

Staff members and employees are required to:

- Review and sign the USM Mobile Device User Agreement form and International Travel Addendum annually, and return the signed forms as instructed in the transmittal letter.
- Include payment, in full, of the annual fee for personal use as identified in the agreement. This amount is not refundable.
- Ensure usage comports with the employee's service plan. An employee will be held responsible for any personal use that results in additional charges.
- Mobile devices purchased by the employee remain the personal property of that individual.
- All maintenance, service, insurance etc. of the mobile device is the responsibility of the employee and will not be reimbursed.

USM Office IT

USM Office IT manages the USM Office staff mobile service, and has full responsibility and authority to:

- Ensure all justifications are received and properly approved and the USM Mobile Device User Agreement and International Travel Addendum are signed before a device is issued or service is activated.
- Purchase, repair and maintain USM-owned data devices (e.g., cell phones, iPad, modems). Devices purchased by employees shall be serviced and/or maintained by employees.

- Pay the monthly access fees for features and usage charges for mobile services provided by the USM Office.
- Review the monthly billings for mobile services, determining which calls are official business, and request (in writing) reimbursement from the authorized user, when necessary.
- Secure USM-purchased mobile devices and all related equipment.
- Maintain an inventory database of USM-purchased data equipment.
- Provide a memo from USM Office IT to the relevant department heads and Vice Chancellors containing the cellular number(s) for each device under their purview.
- Ensure that all appropriate records, including the justification and certification, are kept and readily available for USM Office audits.

Notes:

- Certain service upgrades may be available at the user's own expense, subject to Supervisor approval. Basic device use charges are paid by USM IT.
- Employee home phone and internet access are not funded by USM Office.



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FY 2021 AGREEMENT FOR USE OF MOBILE DEVICES & SERVICE

Categorize the business reason for USM Office provided mobile device and/or service (select all that apply):

- Employee’s position requires frequent travel for USM business and must maintain communication
- Employee’s position requires off-site working location(s) that have no communication
- Employee’s position supports essential systems that may require immediate communication
- Employee is key personnel for emergency or safety purposes
- Employee is required to be accessible at all times by electronic means
- Other – Describe: _____

Provide a description of the position and the specific duties relating to the business reason selected (attach memo if necessary):

Service Requested:

- New USM Office Device and Service
- New Personal Device and Service
- Renewal of USM Office Device and Service
- Renewal of Personal Device and Service

Mobile devices may be assigned to employees / contractors whose need for mobile communications is of an essential nature in the conduct of University System of Maryland business. USM IT may also provide service to employee-owned mobile devices when there is a substantive business need.

Authorized users are financially responsible for unauthorized use, unauthorized charges and charges resulting from excessive use and/or use of fee-for-service calls. If there are questions, the user must review monthly bills, verify the accuracy of the billing and identify any suspect calls that were not official.

Authorized users are responsible for returning USM-purchased devices to the USM IT when no longer required for USM official business and/or upon separation. The user must reimburse USM IT for the purchase price of the device, if it is not returned in a timely manner. Authorized users are responsible for reimbursing USM IT for the purchase price of a lost or stolen USM provided mobile device, if its loss or theft was due to negligence.

- Employees / contractors violating these procedures are subject to disciplinary action. rules.

The current Personal Use Fee is \$300. Overall usage will be monitored by USM IT and the Office of the Comptroller. Plans may be adjusted as appropriate, based on personal / business use and as outlined within the USM Office Mobile Device Policy.

EMPLOYEE CERTIFICATION

I have read the Mobile Device Policy and understand the requirements stated therein and above and agree to adhere to them:

Employee Name: _____

Employee Signature: _____ Date: _____

Phone Number: _____ Device: _____

Department Head or Supervisor:

Name: _____

Signature: _____ Date: _____

Please submit signed agreement to Suzcelle Sembrano to her email address at ssebrano@usmd.edu.

Personal Use Fee (\$300) can be paid by check or credit card.

Checks should be made payable to the University System of Maryland and mailed to the following address:

University System of Maryland Office
VCAF/Comptroller's Office
3300 Metzertott Road
Adelphi, MD 20783

Credit card payments can be made through the following portal:

https://quikpayasp.com/umd/commerce_manager/payer.do?orderType=USM-Cell-Phone-Payments.

Personal Use Fee may not be charged to business expense accounts.

Deadline: **October 16, 2020**



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FY 2021 INTERNATIONAL TRAVEL ADDENDUM

Please read and sign below.

INTERNATIONAL TRAVEL GUIDELINES

- It is the responsibility of the employee to notify USM Office IT (geeks@usmd.edu) of international travel plans at least two weeks in advance so suitable coverage can be obtained. An employee who fails to do so will be held responsible for any additional charges that result.
- Upon return, it is the responsibility of the employee to notify USM Office IT (geeks@usmd.edu) so that international cellular services can be cancelled. Without notification, additional charges may accrue to employee.
- For international business travel, USM Office IT will pay the charges for the added services and usage as appropriate.
 - For personal international travel (i.e., vacation), in general, the price differential and usage charges will be billed to the employee by USM Office IT. When it is necessary for the employee to keep in daily contact with the USM Office, the employee's supervisor should submit a written justification via the department's Vice Chancellor to USM Office IT (geeks@usmd.edu). The employee and Vice Chancellor will be notified if the justification is approved.
 - Charges for international cellular service will be billed when the employee's carrier finalizes the bill and USM Office IT has received it. These charges cannot be expensed on USM accounts.

By signing below, the employee / mobile device assignee acknowledges the policy provided above and agrees to the terms stipulated herein.

Employee's Signature: _____ Date: _____

Return form to Suzcelle Sembrano by **October 16, 2020**. Keep a copy for your records.