

## PROCEDURE

Effective Date: January 3, 2017

Approved By: Provost and Vice President, Academic Affairs

Authority: [POL-U3000.05](#)

See Also: FRM-U3000.05A Wireless Service Communications Agreement

### **PRO-U3000.05A      PROVIDING EMPLOYEE STIPEND FOR WIRELESS DEVICE SERVICES**

<u>Action by:</u>	<u>Action:</u>
Supervisor	<ol style="list-style-type: none"> <li>1. <b>Determines</b> that wireless device is essential for an employee's position.</li> <li>2. <b>Meets</b> with employee to determine wireless access needs.</li> <li>3. <b>Provides</b> employee with copy of <i>Managing Wireless Devices</i> policy.</li> </ol>
Employee	<ol style="list-style-type: none"> <li>4. <b>Completes</b> and <b>submits</b> <i>Wireless Service Communication Agreement</i> <a href="#">e-form</a> to supervisor.</li> </ol>
Supervisor	<ol style="list-style-type: none"> <li>5. <b>Approves</b> request as appropriate and continues routing process as stated on the agreement.</li> </ol>
Employee	<ol style="list-style-type: none"> <li>6. <b>Establishes</b>, or <b>continues</b>, personal wireless service contract that appropriately addresses business needs.</li> <li>7. <b>Provides</b> wireless device number to supervisor for appropriate distribution.</li> <li>8. <b>Provides</b> wireless billing statements to Department Head when requested.</li> </ol>
Department Head	<ol style="list-style-type: none"> <li>9. <b>Reviews</b> copy of monthly wireless billing statements (at least annually) from employee receiving a stipend to ensure business use and stipend amount are appropriate.</li> <li>10. <b>Ensures</b> a new Wireless Service Communication Agreement e-form is completed when changes are determined to be necessary following review.</li> </ol>