President's
Policy Statement
University Policy Library

Operational Area	Business and Finance
Responsible Executive	Chief Financial Officer
Responsible Office	Office of the Controller
Effective	March 1, 2025

Cell Phones and Tablets Policy

Business and Finance

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I. INTRODUCTION

A. **Authority:** C.R.S. § 23-54-102, *et seq.* (2025) authorizes the Trustees of Metropolitan State University of Denver ("MSU Denver" or "University") to establish rules and regulations to govern and operate the University and its programs. The Trustees retain authority to approve, administer, and interpret policies pertaining to University governance. The Trustees authorize the President of MSU Denver to approve, administer, and interpret policies pertaining to University operations.

B. **Purpose:** MSU Denver shall not own or otherwise provide cell phones to its employees. Certain employees may use cell phones or tablets for conducting MSU Denver business. There may be urgent business needs where employees need to be contacted and to contact the University at any time. In these cases, the University will reimburse employees for the business portion of their cellular plans. Additionally, some employees may need tablet devices to conduct their work. In these cases, the University may provide tablets to employees to conduct their business. The purpose of this policy is to provide guidelines, criteria, and conditions of business use of University-provided and personally owned mobile devices. The policy provides guidelines for the use

and administration of MSU Denver resources, as well as the administration of a monthly reimbursement program.

C. **Scope:** This policy applies to employees and departments of Metropolitan State University of Denver.

II. ROLES AND RESPONSIBILITIES

A. **Responsible Executive:** Chief Financial Officer
B. **Responsible Administrator**: Controller
C. **Responsible Office:** Office of the Controller
D. **Policy Contact:** Office of the Controller, 303-615-0039

III. DEFINITIONS

A. **Cell Phone:** Any wireless device used for voice communication. This includes wireless devices used for text, data, or email communication, if they are also used for voice communication.

B. **Tablet:** A general-purpose computer contained in a single panel. Its distinguishing characteristic is the use of a touch screen as the input device. It receives data and email communications via wireless connections either through a Wi-Fi network or a data network provided by a communications carrier.

IV. POLICY STATEMENT

A. **Cell Phone:** When a department head determines that an employee, typically Director-level or above, is required to always be available via cell phone to the University, a maximum amount of $60 per month may be reimbursed to the employee. The reimbursement will be part of the employee's taxable wages.

B. **Tablet:** When a department head determines that an employee has a business use for a tablet, they may authorize the employee's department to purchase a tablet by requesting it through Information Technology Services (ITS). The purchase should be the most cost-effective tablet, taking into consideration the primary business purpose need of the employee. The tablets should only provide connectivity through wireless devices, and not through a mobile phone carrier to ensure that it is the most cost-effective price. The President, Provost, or appropriate Vice President must approve exceptions to this rule. If an exception is provided, the University will only purchase the tablet with the additional connectivity. No reimbursement will be made to the employee for these monthly charges.

C. **Exceptions:** The MSU Denver President may grant exceptions in writing to this policy on a case-by-case basis based on University business needs.

V. POLICY PROCEDURES

A. Procedures for Obtaining a Cell Phone Allowance:
In applying for a cell phone allowance, employees, along with their supervisors, will take several steps:

1. **Employees:**
   a. Prepare a memo outlining the business or academic need for being reimbursed a portion of their monthly cell phone expenses.
   b. The memo should include:
      i. Why the reimbursement is justified.
      ii. Propose how much reimbursement would be appropriate, based on how much the employee uses their phone for University business.
   c. Turn in the memo to the next level supervisor for their approval. If the employee's next level supervisor is not an approver for the budget that will pay for the reimbursement, then the department head must also be informed and will make the final decision whether to approve the reimbursement.

2. **Supervisors:**
   a. Determine whether the employee's position requires a mobile device and/or internet service based on the job duties and responsibilities.
   b. Determine the source of funds to be used to pay for the reimbursement.
   c. Determine the appropriate reimbursement based on the employee's analysis of their expenses. If the Supervisor is not an approver for the source of funds to be used, they will work with the Department Head, who will make the final decision whether to approve the reimbursement.
   d. Once the Supervisor/Department Head has approved and signed the memorandum, the Supervisor must "Request an Allowance Payment" in Workday and attach a signed copy of the memorandum. This is done through My Team Management, by requesting a Compensation Change for a Mobile Phone Allowance.
   e. The supervisor will contact their department's respective HR Partner to initiate a "Comp Change" and "Allowance Change" process in Workday.
   f. The fiscal manager for the department and Budget will approve the expense in Workday.
   g. The employee will receive the reimbursement in their monthly paycheck.

3. **Employee Responsibilities:**
   a. Employees are responsible for directly paying the service provider all amounts due as agreed upon between the employee and the service provider. The University will not reimburse any late fees or additional expenses.
   b. Employees are responsible for providing the department/University with the current cell phone number.
   c. Employees must notify their supervisor within five working days of inactivation of the device.
   d. The reimbursement expires at the end of each fiscal year. Employees must reapply for reimbursement at the start of each new fiscal year.

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VI. RELATED INFORMATION

A. MSU Denver Device and Infrastructure Security Policy
B. MSU Denver Information and Technology Services Website

VII. POLICY HISTORY

A. Effective: March 1, 2025
B. Revised: January 1, 2013; December 7, 2012; July 1, 2019
C. Review: This policy will be reviewed every three years or as deemed necessary by University leadership.

VIII. POLICY APPROVAL

Janine Davidson, Ph.D.
President, Metropolitan State University of Denver

N/A
Chair, Board of Trustees, Metropolitan State University of Denver