

**Mobile Communication
Device Policy**

BOT Approved: 11/15/2016; and 5/21/2019.
Title updates July 2020.

PURPOSE:

This policy serves to protect Garrett College from unauthorized and misuse of College provided Mobile Communication Device's (MCDs).

POLICY:

It is the policy of Garrett College to purchase an MCD for an employee if the employee is designated as essential and requires 24/7 availability or essential for proper off-site classroom functions. Garrett College may provide a stipend for MCD usage for College related business to an employee if the device is essential for him/her to properly perform his/her required duties (dependent upon budget constraints).

PROCEDURES:

There are two (2) procedures associated with the Mobile Communication Device (MCD) Policy. The requestor will either complete the College Owned MCD Request Form or the MCD Allowance Request Form (see additional information below and note that IT forms can be found on the IT Intranet Page under the "forms" section).

The Information Technology (IT) Department will work with the requestor's supervisor, Dean, and the Chief Financial Officer (CFO) to determine the eligibility of either the purchase of a College MCD or the assignment, and value of, an MCD stipend/allowance. The IT Department will coordinate this process and the communication associated with it.

College Purchased MCD: To obtain a College purchased Mobile Communication Device (MCD), complete the Communication Device Authorization Form (found on the IT Intranet page) and return it to the IT Department.

A College purchased MCD is for College related business only with an understanding of the IRS stipulation of "diminished" personal use. The Information Technology (IT) Department will provide the first review of a request for a College purchased MCD. The IT Department will present the request to the requestor's supervisor and Dean, then upon approval, the request will be sent to the CFO for final approval. Unless otherwise noted, employees assigned a College purchased MCD will turn in the device at the end of the work shift. The IT Department will conduct monthly usage reviews of all College purchased MCDs, and upon discovery of any

misuse, the employee will be subject to inquiry, investigation, and/or the possibility of disciplinary action.

Stipend/Allowance for Personal MCD: To obtain an MCD stipend/allowance to use your personal MCD for business purposes, complete the MCD Allowance Request Form (found on the IT Intranet page) and return it to the IT Department.

Personal Device with College Allowance: The College may provide a stipend for personal MCDs used for College business (job responsibilities and budget constraints determine stipend allowances). The IT Department will work with the stipend requestors' supervisor and Dean to provide the first review of a request for an MCD stipend to determine stipend allowance. The IT Department will present the request to the CFO for approval.