PROCEDURE

Effective Date: January 3, 2017
Approved By: Provost and Vice President, Academic Affairs

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

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

Action by: Supervisor

1. **Determines** that wireless device is essential for an employee’s position.
2. **Meets** with employee to determine wireless access needs.
3. **Provides** employee with copy of Managing Wireless Devices policy.

Action by: Employee

4. **Completes** and **submits** Wireless Service Communication Agreement **e-form** to supervisor.

Action by: Supervisor

5. **Approves** request as appropriate and continues routing process as stated on the agreement.

Action by: Employee

6. **Establishes**, or **continues**, personal wireless service contract that appropriately addresses business needs.
7. **Provides** wireless device number to supervisor for appropriate distribution.
8. **Provides** wireless billing statements to Department Head when requested.

Action by: Department Head

9. **Reviews** copy of monthly wireless billing statements (at least annually) from employee receiving a stipend to ensure business use and stipend amount are appropriate.
10. **Ensures** a new Wireless Service Communication Agreement e-form is completed when changes are determined to be necessary following review.