INTRODUCTION

This policy will explain the eligibility of employees to receive a wireless device allowance and the authorization process in the Division of Academic Affairs. This policy supplements Presidential Directive 2009-06, “SJSU Process and Procedures for Wireless Devices.”

The University recognizes that the performance of certain job responsibilities may warrant the use of wireless communication devices. Employees who are authorized for a wireless device allowance will receive two disbursements each year (typically in March and September) to cover monthly wireless device expenses for the following six months. The allowance rates are determined by the university and currently set at $55 per month for voice or data and $100 per month for both voice and data.

ELIGIBILITY

It is the responsibility of Deans and AVPs to determine whether an employee’s job duties and responsibilities warrant the use of a wireless device. In general, the requirement to remain accessible outside of normal working hours and to respond in the event of emergencies is limited to MPP employees. However, employees who typically work in the field or at job sites where access to landline telephones and/or data network is not readily available (e.g., computer/lab support staff) may also be eligible. A device may also be warranted in the case of positions supporting specialized facilities with extended operating hours that require around the clock vigilance (e.g., KSJS radio station, MLK Library, etc.)

AUTHORIZATION PROCEDURES

Wireless device authorization requests may be submitted at any time by completing the Authorization for Business-Related Wireless Service Form. Forms should be submitted to the Provost’s Office.

DEVICE MANAGEMENT

The purchase and maintenance of the wireless device and service plan/provider is the responsibility of the employee. The university does not promote wireless vendors or get involved in the agreement with the vendor. At a minimum, the employee must maintain his/her device and service at the level indicated in the authorization form.
ANNUAL REVIEW

Annually in February and August, colleges and academic support units will review their unit’s authorization list and verify that the listed employees should continue to receive a wireless device allowance at the existing levels. During this time, wireless device allowances may be increased, decreased, or eliminated should the nature of the employee’s job change and a modification to the allowance is required.

RELATED POLICIES

PD 2009-06
SJSU Wireless Device Programs