



Advancement and Partnerships

Mobile Device Policy

Policy# 7.00

Effective Date:10/26/23

Responsible Department: Accounting

1. **PURPOSE**

In accordance with University of Central Florida (University)Policy 4-009.3, Cellular Telephone Acquisition and Use, this policy is to document the University of Central Florida Foundation, Inc. (Foundation) eligibility criterion for receiving a mobile device/cell phone allowance including the maximum allowances authorized for the Foundation employees.

2. **APPLICABILITY**

All University employees acting on behalf of the Foundation receiving a non-compensatory mobile device/cell phone allowance.

3. **POLICY**

Employees who meet one of the business purpose criteria listed in this policy will be eligible to receive a mobile device/cell phone allowance for the purchase of a mobile device/cell phone and a monthly reimbursement for the cost of data/cell phone service.

The University's Cellular Telephone Acquisition and Use policy and Cell Phone Allowance Request form applies to all University employees receiving a non-compensatory mobile device/cell phone allowance including where Foundation funds are used and transferred to the University to fund the allowance payment.

Employees who are eligible for and elect to receive the mobile device/cell phone service allowance should utilize Microsoft Teams, Outlook and other business-specific mobile applications to ensure data and business-related communications are safely stored and shared.

Foundation Eligibility Criterion:

A business purpose for non-compensatory allowance exists if in the course of carrying out job responsibilities, an employee has a need for business-related mobile technology.

Simple convenience is not criterion for receiving an allowance. At least one of the following criteria must be met:

- A. The job function requires the employee to be routinely accessible outside the scheduled or normal working hours.
- B. The job function requires considerable time outside the assigned office or work area and it is important for the employee to be accessible during this time.

Foundation Allowance Amount:

Foundation employees eligible for a mobile device/cell phone allowance shall be limited to the following maximum allowances:

- A. \$75 per month allowance for Foundation employees with high business use as defined by one or both of the above categories.
- B. \$45 per month allowance for all other Foundation employees designated as requiring a cell phone for business purposes.
- C. A one-time supplement submission for reimbursement of the initial purchase of a new cell phone or hands-free device up to \$300, including activation fees.
- D. Employees are eligible for a cell phone upgrade supplement once every two years of up to \$300. Monthly installment payments will be reimbursed after payment is made up to \$300. This reimbursement is for the cell phone or hand-free device only. Each two-year period shall start on the employee's last reimbursement date noted in the previous submission.

4. CLARIFICATION

Requests for clarification of this policy should be sent to the Associate Vice President, Accounting and Chief Financial Officer or the Chief of Staff.

DocuSigned by:


Name: Rodney M. Grabowski
Title: Sr. Vice President for Advancement & Partnerships and Chief Executive Officer,
University of Central Florida Foundation, Inc.

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