

DMA Procedure: 67010-5

Name: CELLULAR DEVICE REIMBURSEMENT POLICY

Reference: 2-17-534 MCA (Security); 2-2-121 MCA (Conduct); 2-15-114 MCA (Security); 45-6-311 (Computer Use) MCA; ARM 2.6.210 Cell Phone Use; MOM Information

Technology Policies

Effective Date: May 1, 2018

Approval Signature: _____



Purpose

This documents the process for defining and obtaining approval for reimbursement of employee cellular devices and services; to establish responsibilities for the Department of Military Affairs (DMA) Chief Information Officer (CIO), Division Administrators, supervisors and employees; to identify and implement the most cost-effective communication service; improve efficiency; and to provide the ability to respond in emergencies or enhance employee safety.

Definitions

Cellular device: A portable device, including cellular, satellite and smart phones, air cards, and other Personal Data Assistant (PDA) devices, with cellular communications capability. These devices may be state owned/leased or employee owned/leased.

Requirements for Issuing Reimbursement for Employee Owned Devices

Cellular devices may be issued when it is more cost effective and efficient than landlines or desk phones and only when the Division Administrator determines it is in the best interest of the State of Montana. State cellular devices may be issued to an individual or a work group. An individual within a work group shall be assigned responsibility for the work group device.

DMA shall use the existing state contracts for state device services unless there are compelling business reasons to do otherwise. Contact the DMA CIO for contract and vendor information and/or to discuss alternatives.

The ***Employee Owned Cellular Device Reimbursement Authorization Form*** located on the last page of this document must be completed before a cellular device or reimbursement can be issued. This form documents the requirements of the DMA IT policy and provides a record of the equipment or the amount requested for reimbursement and the responsible individual.

DMA CIO will work with the employee's Division Administrator to determine the best cellular device plan based on the employee's need. The appropriate Division Administrator must sign the cellular device authorization form for approval prior to implementation.

Eligibility

State cellular devices or reimbursement may be issued based on one or more of the following job requirements and only when the Department Administrator determines it is in the best interest of the State of Montana:

- ▶ Employee's job requires field work where landline phones or radio communication are inaccessible or inefficient and/or must have a way of communication for safety purposes.
- ▶ Employee's job requires immediate or on-call availability.
- ▶ Employee's job requires consistent travel and availability via cellular device.
- ▶ Employee's job requires a smart phone for internet and email access.

Requirements for Usage

- When the state reimburses an employee's phone expenses, the employee must follow all policies on usage, record keeping and security.
- The device is subject to the State Information Technology security policy and the employee agrees to understand and follow the policy.
- Employees are to contact the DMA CIO to determine the appropriate level of protection on their device.
- The State of Montana's IT Acknowledgement Access statement applies to devices used for state business per 45-6-311 MCA.

Requirements for reimbursement of employee owned cellular device:

The *Employee Owned Cellular Device Reimbursement Authorization Form* must be filled out and signed by the employee, the employee's immediate supervisor, the Division Administrator/Program Director, and the DMA CIO.

- The form must be completed and returned to the DMA CIO prior to any action taken to obtain a phone or provide reimbursement.
- A copy of the completed form will be kept in the employee's personnel file located in the DMA Director's Office.
- Employees are responsible for the direct payment of their cell phone bill.
- Employees who are issued a state device are not eligible to be reimbursed at a fixed monthly rate.
- No reimbursement shall be made for costs more than the employee's authorized fixed rate.
- The Department is not responsible for any service charges, damages, or repairs to the personal cellular device.

Requirements for non-reimbursement of employee owned cellular device:

Wifi is available at DMA. Employees may request to use their personal device to receive their state email. This request shall be approved by the DMA CIO. The employee shall not be reimbursed by the Department for reading or responding to emails using a personal cellular device unless previously approved by the respective Division Administrator. The employee's personal cellular device will not be supported by the Department of Military Affairs.