

Title: Cell Phone Policy

Responsible Official: Vice President for Campus Services

Responsible University Office: Procurement and Distribution Services

Revision History: Effective May 1, 2011; updated July, 2016; March 6, 2026 **Related university policies:** **Procurement Policy**, Catering Policy; Employee Recognition Policy; Meals & Entertainment Policy; Organization & Club Memberships Policy; Payment & Reimbursement Policy; Personal Use of University Property Policy; Procurement Cards Policy; Travel Policy; Use of University Facility Policy.

Review Period: 5 Years

Date of Last Review: March 2026

Relates to: Faculty, Staff

Case Western Reserve University

Cell Phones, Smart Phones and Home Internet Policy

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1. Cell Phones and Smart Phone's for work related purposes

When an employee's duties and responsibilities on behalf of the University require *continuous* access to wireless telephone services, a supervisor at the Dean or Vice President level can approve the issuance and use of dedicated University owned cell phones/ Smart Phone or reimbursement for the cost of personally purchased cell phone /Smart Phone plan.

The following factors should be considered in determining whether employees require continuous use of these devices for business purposes:

1. The employees' duties require that they spend a considerable amount of time outside of their assigned offices or work areas during normal working hours
2. The employees' duties require them to be regularly and immediately accessible outside of scheduled or normal working hours. This does not include occasional, incidental access or purely voluntary access.

Note that misuse of the phone – using it in ways inconsistent with university policy or with local, state or federal laws – can result in immediate cancellation of the service. Violators may be subject to disciplinary action appropriate to their status at the university (e.g. faculty, staff, and students) University-issued cell phones and Smart Phones must be returned upon termination of employment from the University. University issued cell phones must be purchased from preferred university cell phone providers.

In some cases, there is a need for an employee to use their personal cell phone instead of a university issued device. The amount of reimbursement for personal cell phones cannot exceed the monthly cost of a university preferred vendor plan for the equivalent device.

Mandatory security settings on cell phones where university data are accessed are currently listed at <http://www.case.edu/utech/policies/iii-5b-mobile-device-configuration-standards/>

Reference the preferred Cell Phone – Smart Phone vendors at <https://case.edu/procurement/purchasing/contracts>

*Current non-preferred supplier contracts will be kept in place but not renewed when the contracts expire.

2. Home Internet Service

Home internet service is not a reimbursable expense. In rare cases where an employee is hired and works out of state, and the laws or regulations of that state require the employer to provide internet service, the university will comply with that requirement. Formal documentation is required. This is handled on a case-by-case basis by HR.

3. Reimbursement of Cell phones / Smart Phone Expenses

Reimbursement for occasional business calls on personal cell phones / smart phones are allowable when continuous access is not available. Personal cell phones configured to connect to university data systems (e.g. email, calendar, HCM, etc) shall also conform to the University Mobile Configuration standards to protect data on the devices.

(See general reimbursement policy)