

Document Information

1. Document Details

Title:	Mobile Phone Policy
Author(s):	Senior Management Accountant, Cork
Version No:	1
Status:	Approved

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

2. Revision History

Version	Revision Date	Summary of Changes	Changes tracked?
1	Sept 2020	Creation of the Mobile Phone Policy	-

3. Relevant Existing/Related Documents

4. Consultation History

This document has been prepared in consultation with the following bodies:

Finance Offices Cork & Tralee, MTU Finance Working Group
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5. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
Governing Body	22/01/2021	Approval of the Policy

Mobile Phone Policy

1. Applicability

The purpose of this document is to outline the Policy regarding eligibility for, and conditions applying to the provision of mobile phones and data devices where the recurring charges are paid for by the University.

2. Scope

The policy shall apply to all staff of the University and other persons (hereinafter the “user”) where the University provides a mobile device handset irrespective of the funding source.

3. Procedures

The University shall set out procedures to implement this policy, which shall include the application for, provision and custody of such mobile devices, the allocation of costs, user responsibilities, and setting of appropriate limits.

4. Compliance

Compliance with the Mobile Phone Policy and associated Procedures is checked by the Finance Office. Non-compliance with the policy or procedures shall be notified to the Vice President for Finance & Administration /Corporate Affairs. A note of all instances of non-compliance will be held on record for audit purposes.

5. Approved Exceptions

There is no provision for approved exceptions,

6. Approval and Modification

Any modification to the Mobile Policy shall require the approval of the Governing Body.

General Conditions

7. Eligibility

The University may provide a mobile device and connections for specific posts, where the use of a device is of significant benefit in assisting the user in completing their duties. These shall be provided on application to the Finance Office:

- (a) Members of the University's Executive
- (b) Academic Staff at the grade of Senior Lecturer 2 or higher
- (c) Non Academic Staff at the grade of APO or higher
- (d) Other Staff as evaluated on a case by case basis on approval of the VP Finance & Administration / Corporate Affairs

8. Provision of Mobile Handsets

The University may provide a standard mobile handset, which meets its business needs. It's suitability shall be reviewed and updated from time to time by IT and Computer Services. The standard mobile handset will be set by the Finance Office on recommendation from IT and Computer Services. Users that wish to acquire a different handset may do so by paying the difference between the full cost of the device and the full cost of the standard mobile handset.

9. Business & Personal Use

Mobile handsets are provided for business use and the user is responsible for the device and its contents. Recurring monthly charges are based on business use. Incidental personal use is permitted provided it does not incur additional charges. If personal charges are incurred these are payable to the University.

10. Withdrawal of device and/or connection

The University may withdraw the provision of a handset it has fully provided for and/or a connection to the corporate mobile account and shall set out conditions for same in its procedures.

11. User

The user shall abide by the responsibilities set out in the procedures and ensure the safe custody of the mobile handset and its contents.

This Policy was approved by the Governing body on 22nd January 2021