
employees who have elected to purchase their own device. The Mobile Device User Agreement is for FY2021. Mobile service will be billed retroactively to July 1, 2020.

It is important to note that airtime usage statements are monitored monthly by the USM Office IT and the Office of the Comptroller. In instances where the monthly usage exceeds a USM Office IT for this additional expense.

Please return the signed statements via email to Su

zcelle Sembrano (ssembrano@usmd.edu) This year payments can be made by check or credit card. The preference is for payments to be made via credit card.

Credit card payments can be made at the following portal:

<https://quikpayasp.com/umd/commerce/creditcard> the URL is 1 TTTcyTc 4.019 0 Td <0003>Tj 12T2 1 Tf 0.0015 Tc 0
Adelphi, MD 20783

Personal Use Fee payment deadline:

x FY2021 amount is due by October 16, 2020.

Thank you.

cc: Michael Eismeier, Fred Hayes, Celeste Denson, Brian Acton



USM Office Mobile Device Policy

1. INTERNAL POLICY

Employees may be issued a USM Office provided mobile device and service primarily for non compensatory business reasons. Jobs that entail one or more the following can be considered to have a strong and continuing non compensatory business reason:

- x The employee is required to travel on a frequent basis and must maintain regular communication while in travel status.
- x The employee does not have access to other communication devices while on the job because the employee has no assigned office and/or the primary work location changes based on assignments.
- x The employee supports essential systems that may require immediate communications throughout the day, after hours, or while on travel.
- x The employee is considered key personnel for emergency or safety purposes.
- x The employee is required by their department to be accessible at all times by electronic means.

An employee whose job role has a strong and continuing non compensatory business reason to be issued a USM Office mobile device and service *who prefers to maintain a single personal device for both personal and business use may do so, but must purchase the device through USM Office IT General Services Administration (GSA) pricing contract with Verizon (GS 35F 0119P).*

Service will be maintained by the USM Office to ensure that it is reasonable related to the USM Office's business needs, to ensure that the USM Office's payment for business use does not exceed the employee's actual expenses and to reduce the administrative burden of providing a monthly reimbursement plan. The employee will be required to pay an annual fee to the USM Office for personal use for the following period. The fee will be reviewed annually in light of current rates and estimates of personal use over the previous period(s).

2. RESPONSIBILITIES

Mobile Device Assignment (Department Heads & Vice Chancellors):

Department Heads are required to:

- x Determine whether an employee's job role necessitates the provision of a USM Office mobile device and service based upon his or her responsibilities and duties.
- x Ensure that requests for a USM Office provided mobile device and service establish a non compensatory business reason in accordance with the IRS' working condition fringe benefit rules.

- x Pay the monthly access fees for features and usage charges for mobile services provided by the USM Office.
- x Review the monthly billings for mobile services determining which calls are official business, and request (in writing) reimbursement from the authorized user, when necessary.
- x Secure USM purchased mobile devices and all related equipment.
- x Maintain an inventory database of USM purchased data equipment.
- x Provide a memo from USM Office IT to the relevant department heads and Vice Chancellors containing the cellular number(s) for each device under their purview.
- x Ensure that all appropriate records, including the justification and certification, are kept and readily available for USM Office audits.

Notes:

- x Certain service upgrades may be available at the user's own expense, subject to Supervisor approval. Basic device use charges are paid by USMIT.
- x Employee

OFFICE OF INFORMATION TECHNOLOGY

FY2021 AGREEMENT FOR USE OF MOBILE DEVICES & SERVICE

Categorize the 1.1 Tf 0,000.5% c 0.225 @ 5.20984007 (Cate) 9711-00031003 (Cate) 959T 0 01009013 (Cate) 100

The current Personal Use Fee is \$300. Overall usage will be monitored by USM IT and the Office of the Comptroller. Plans may be adjusted as appropriate, based on personal / business use and as outlined within the USM Office Mobile Device Policy.

EMPLOYEE CERTIFICATION

I have read the MobileDevice Policy and understand the requirements stated therein and above and agree to adhere to them:

EmployeeName: _____

EmployeeSignature: _____ Date: _____

Device: _____ &D)T4Wx2E Signature: _____

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FY2021 INTERNATIONAL TRAVEL ADDENDUM