

10-19 Staff Use of University Purchased Mobile Telephones

10.19.1 Overview

This policy sets out the terms and conditions of use by staff of any mobile telephone handset and/or contract, purchased by the University, or alternatively for the reimbursement of the cost of mobile telephone calls, made from a staff member's personal mobile telephone on official University business.

10.19.2 References

- ISAC minutes - August 2002
- PBC minutes – August 2002

10.19.3 Policy

10.19.3.1 Approval

Approval for a staff member to be issued with a University purchased mobile telephone handset and contract must be obtained from the Head of Department (or nominated delegate).

10.19.3.2 Eligibility

A University purchased mobile telephone handset and contract may be issued to authorized staff where it is deemed necessary to maintain effective communication for the purposes of official University business.

Alternatively, a staff member may seek authorisation to use his or her personal mobile telephone for official University business.

A mobile telephone handset and/or contract purchased using research grant funds must not contravene the conditions of the grant.

10.19.3.3 Purchase of telephone

All University purchased mobile telephones remain the property of the University and should be recorded in the Register of Assets. All invoices relating to the use of a University mobile telephone remain the property of the University.

The Information Division is responsible for providing advice on the purchase of mobile telephone equipment and services.

10.19.3.4 Use of mobile telephone

A University purchased mobile telephone is for the exclusive use of the staff member to whom the telephone is issued and should be used primarily for official University business. The Head of Department (or delegate) may approve limited incidental personal use of a University purchased mobile telephone for personal purposes.

Use of the mobile telephone shall be monitored by the Head of Department on receipt of the periodic account. Where it is necessary for an authorized staff member to use the mobile telephone for personal calls, the Head of Department may direct that the cost of such calls (plus taxes and charges) be reimbursed by the staff member to the University.

The Head of Department may request the staff member to identify such calls with reference to the periodic account.

The University will audit the records of a University issued mobile telephone to ensure compliance with this policy as part of its regular audit cycle.

University mobile telephones shall not be used for:

- unlawful activities ;
- commercial purposes not under the auspices of the University ; or
- personal financial gain.

10.19.3.5 Reimbursement of official calls on personal mobile telephone

Where a staff member uses their personal mobile telephone for official University business, and has obtained prior authorisation to do so, they may submit a claim for reimbursement of such calls.

The staff member should submit a signed copy of the telephone account attached to an Employee Expenses Claim with details of calls being claimed.

10.19.4 Procedures

10.19.4.1 Acceptance of conditions

A staff member who is issued with a University purchased mobile telephone is required to complete, and have authorized, an Authority for use of University mobile telephone form HR38 located at <http://www.hr.unimelb.edu.au/forms/hr38.pdf>

10.19.4.2 Access to services

Generally, access will only be provided to land line services or other mobile telephone services within Australia. Access to the following services may only be granted upon written approval by the Head of Department (or nominated delegate):

- 1300, 1900, 1930 or other information services;
- WAP services;
- GSM data services;
- GPRS data services;
- International Roaming; or
- Any other non-standard communication service.

10.19.4.3 Cessation of employment

A staff member who leaves the service of the University must return the mobile telephone and all associated equipment.

10.19.5 Responsibilities

10.19.5.1 Staff member

The staff member is responsible for the proper use, care and security of a University purchased mobile telephone. They are also responsible for all calls made using the University mobile telephone.

Should the telephone be lost or stolen, the staff member must immediately report the loss or theft to the service provider, or in the case of a loss or theft overseas, to the University. The staff member is responsible for all calls made on the telephone until the loss or theft is reported.

10.19.5.2 Head of Department

The Head of Department is responsible for ensuring this policy is communicated to their staff and to check that all mobile telephone assets and any associated costs are being managed in accordance with this policy.