Policy Title: Access to Mobile Technology Policy

Reason for Policy:
This policy creates a framework and general guidelines for determining decision making regarding requirements for mobile technology related to employment activities. This policy relates to the terms and conditions of employment and this policy issue is the responsibility of the Office of Human Resources.

Note: The operational aspects of this policy are overseen by the Business Affairs Office.

Who is Governed by this Policy:
(Please mark all that apply)

X Faculty including instructional and research faculty who require mobile technology to perform job responsibilities
___ Students
X Staff who require mobile technology to perform job responsibilities
X Other: Student employees who require mobile technology to perform job responsibilities

Who Should Know this Policy:
• University personnel who utilize Mobile Technology to conduct university business
• Deans, Directors, Department and/or Unit Heads, and Vice Presidents who make decisions regarding employee use of Mobile Technology
• University staff charged with administering this Mobile Technology policy including supervisors of all personnel who utilize mobile technology

Policy Statement
• Provision of university funds for mobile technology must meet a general need of the university. The Dean, Director, Department and/or other Unit Head are best-suited to determine if a specific employee or job classification requires the use of university-sponsored Mobile Technology, and to what extent. This determination should be reviewed and revised as appropriate.
• Possible criteria to consider may include (this list is not exclusive):
  o Travel – Employees who frequently travel or are out of the office and need to be in contact with employees, clients, managers, or other university associates
  o Work Location – Employees who typically work in the field or at job sites where access to electronic and telecommunication devices is not readily available
  o Emergency Response – Employees who need to be contacted and/or respond in the
event of an emergency or are required to be available during non-business hours
  o Critical Need – Employees who are required as part of their daily responsibilities to be
    accessible by electronic means when away from their regular work station.
• Final determination of whether other criteria may apply is the responsibility of the Senior Vice
  Provost for Academic Affairs for academic personnel and the Associate Vice President for
  Human Resources for officers of administration and classified personnel.
• Responsibility for determining whether mobile technology is available to staff in particular
  units is delegated to the vice president responsible for that unit.

Procedures:

Determination of the need for mobile technology should be documented in writing and filed in
the employee’s personnel file.

Cross Reference to Related Policies:

Payment Options for Mobile Technology Policy (link when available).

Responsible University Office:
University Office: Office of Human Resources
Office Website URL: hr.uoregon.edu
Contact Name: Linda King
Email: llking@uoregon.edu
Phone: 541-346-3159

Related Documents:
[Insert any appendix items]

Frequently Asked Questions:
[Insert any FAQs]

Revision/Development History:
[Insert revision and development history]
Organizational Category:
(Please mark only one)

____ Administration and Governance
____ Academic and Curricular
X Human Resources
____ Facilities
____ Students
____ Finance and Business Affairs
____ University Relations
____ Health and Safety
____ Research
____ Information Technology
____ General

POLICY CONSULTATION AND REVIEW

Consultation and review by the following individuals or groups (optional):

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REVIEWED AND APPROVED BY:
Executive Leadership Team

ISSUED BY:
Office of the Senior Vice President and Provost

POLICY EFFECTIVE DATE: 11/08/2010

ASSIGNED POLICY NUMBER: 03.05.05