



RECOMMENDATION

REVISE- Modest revisions are sought to (1) remove individuals' names in favor of position titles; (2) remove the bifurcation of the exception process which currently requires requests on behalf of faculty to be made to Academic Affairs and requests on behalf of OAs and classified staff to be made to Human Resources—the revision will result in all requests for exception going to the Office of the Senior Vice President and Provost; and (3) remove the single procedural sentence, which pertains to record keeping, found in this policy—record keeping is addressed by the current online procedures for accessing mobile technology (see Related Resources below).

ENTITIES AFFECTED BY THIS POLICY

Any university employee that requires mobile technology to perform job responsibilities.

WEB SITE ADDRESS FOR THIS POLICY

<http://policies.uoregon.edu/policy/by/1/0305-employment/mobile-technology-access>

RESPONSIBLE OFFICE

Human Resources.

For questions about this proposal, please contact Kassy Fisher in the Office of the Vice President for Finance and Administration (kmfisher@uoregon.edu; x62807).

ENACTMENT & REVISION HISTORY

11/8/2010 Approved by Executive Leadership Team; 11/16/2010 Issued by Senior Vice President and Provost Dyke; 12/28/2010 Reviewed and approved by President Lariviere; 5/27/2010 Updated.

POLICY

Text Edits:

Responsible University Office and Contact Person:
Human Resources; Chief Human Resources Officer
Linda King

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.

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 in their areas, and to what extent. As such, the dean, director, department and/or other unit head have the authority to approve access to mobile technology and payment method. This determination should be reviewed annually and revised if needed. Possible criteria to consider may include (this list is not exclusive):
 - Travel: Employees who frequently travel or are out of the office and need to be in contact with employees, clients, managers, or other university associate.
 - Work Location: Employees who typically work in the field or at job sites where access to electronic and telecommunication devices is not readily available
 - 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
 - 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 president and provost or his/her designee. provost for academic affairs for academic personnel and the associate vice president for human resources for officers of administration and classified personnel.~~
- Responsibility for setting overall guidance regarding mobile technology and determining which payment options and tiers are available 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.~~

Who is Governed by this Policy:

- All university personnel, including instructional and research faculty, staff and student employees, ~~Faculty including instructional and research faculty~~ who require mobile technology to perform job responsibilities.
~~Staff who require mobile technology to perform job responsibilities.~~
~~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

Cross Reference to Related Policies:

[Payment Options for Mobile Technology](#)

Final Proposed Text:

Responsible University Office and Contact Person:
Human Resources; Chief Human Resources Officer

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- 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

RELATED RESOURCES

Procedures:

<https://ba.uoregon.edu/content/mobile-technology-allowance-payment-options>

Related policy, “Mobile Technology, Payment Options for”:

<http://policies.uoregon.edu/policy/by/1/06-finance-and-business-affairs/mobile-technology-payment-options>