To: University Faculty and Staff  
From: Richard L. Mann, Vice Chancellor for Finance and Administration  
Date: December 1, 2010  
Re: Mobile Communications Device Policy

On December 1, 2010, as a cost-savings step, UNC-Chapel Hill will begin a phased transition from department-provided cell phones and Personal Data Assistants (PDAs) to a stipend program for most authorized employees.

In the past, employees authorized by their departments to have Mobile Communication Devices (MCDs) like cell phones or PDAs were issued equipment and service contracts by the University. Personal use of MCDs was prohibited and many employees carried two devices— one for business and one for personal use. Most employees currently authorized to have University-supplied MCDs will be asked to turn them in and switch to the stipend program.

We realize that many University employees may be legally obligated to complete the terms of a current MCD contract. If the University department requires the employee to carry an MCD to perform his/her duties, such as regularly sending and receiving time-sensitive e-mails remotely, the employee, with the approval of the supervisor and/or administrative department chair, will obtain a personally-owned MCD and service plan when the current University-paid contract ends.

The stipend ($35 for voice-only plan, $70 for voice and data plan) will be included in the employee's paycheck and reported on the employee’s W-2 form. The stipend is subject to all regular payroll taxes, but will not be included in the employee's State retirement computation. Employees must complete the MCD Justification Form and submit it to Payroll Services.

To be eligible for the stipend, the PDA must support ActiveSync (Microsoft Exchange Server support) in order to access the University's e-mail, calendar, and other University-related services.

MCD users should be aware that all University policies related to storing and transferring secure data via an MCD must be followed.

MCDs used to conduct University business are subject to public information requests. If billing statements are requested, the employees will have three days to redact personal calls, text messages or e-mails before submission to the University's Public Records Officer. Billing statements that reflect University business must be retained for a period of three (3) closed fiscal years.

Each department is strongly encouraged to review the necessity of wireless devices, and to select alternative means of communication when feasible. Suggestions can be found in the detailed policy statement.
The entire policy, including frequently asked questions, is available online at

If you have policy questions, please contact Dale Poole, Technology Manager in Purchasing Services at 962-3477 or Purchasing_team@unc.edu.
For technical questions, contact ITS Communication Technologies at 962-4357 or visit http://help.unc.edu.

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