



## Ohio Administrative Code Rule 3337-55-75 Cell phone allowances.

Effective: May 20, 2019

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The version of this rule that includes live linksto associated resources is online at  
<https://www.ohio.edu/policy/55-075>

### (A) Purpose

This policy establishes the extent to which the university may subsidize, through a cell phone allowance, personally owned cell phones used in conduct of university business.

### (B) Plan

The university provides access to university-owned communication devises based upon an employee's job responsibilities. Those communication devices may include desktop computers, laptop computer with e-mail and web access, desk phones for transacting university business, and mobile communication devices to maintain contact with employees throughout their work period.

Some positions may require that the employee be readily available via cell phone throughout his or her work period and/or during non-work hours. University-owned cell phones are provided only by exception, as delineated in the last paragraph of this rule.

Where a health, safety, or regulatory justification can be established, exceptions may be granted to the general prohibition of university-owned cell phones. The use of university provided cell phones must be for an established business purpose and a requirement to fulfill the job duties assigned per the employment contract. Generally, this will occur in the case of a cell phone that passes from person to person at shift change and does not leave the university premises or in the case of a faculty member leading a group of students abroad for study. All exceptions to policy must be processed in accordance with policy 01.003 "Exceptions to or Restrictions of University Policies."

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