HUIT Mobile Devices and Stipend Policy

Policy Statement

The HUIT Mobile Phone and Stipend Policy is intended to ensure that all HUIT employees have equitable access to the tools they need to be productive. In accordance with the Central Administration Cell Phone Policy, this document outlines the eligibility requirements for the Stipend Program or the Harvard-owned Mobile Device Program.

Who Must Comply

The policy applies to new hires, including transfers and existing employees hired on September 1, 2014 and thereafter who do not already have a HUIT-issued mobile phone or receive reimbursement or other subsidy for the use of a personal mobile phone. Stipend eligibility will be routinely reviewed by HUIT Administration & Finance and adjusted as necessary.

Stipend Program

Overview

The Stipend Program is intended to reimburse employees for the incremental cost of business use of a personal mobile phone and thus represent nontaxable compensation to the employee. Eligible staff will receive a $50 monthly stipend. The stipend will be paid in full via direct deposit to the employees’ paycheck.

Eligibility Criteria for Stipend

- **24/7 access employee**: day to day job responsibilities require routine response to urgent (immediate action required) University business at any time of the day or night – e.g., addressing student/lab safety issues, answering media requests, handling on-call server operations, etc.
- **Mobile employee**: job requires routine field work and need to communicate in real time with office to give or receive direction – e.g., property assistants, IT field technicians.
- **Frequent traveler**: defined as at least 30 travel days per year.
- **Other business case**: proposed and justified by supervisor and approved by the Office of the University CIO; must meet at least ONE of the following criteria.
  - a. Role requires staff member to routinely respond to urgent (immediate action required), University business while the staff member is away from the office; supervisor must explain business necessity.
  - b. Role requires the staff member to be routinely available while in remote locations, supervisor must explain business necessity.
  - c. Other business case; supervisor must explain business necessity.

New Requests

Eligible employees should fill out the HUIT Stipend Request Form.

Transferring from a HUIT-issued device to the Stipend Program

Staff members can request to switch from a HUIT-issued device to the Stipend Program. To initiate the transfer, staff should seek approval from their local area Director and submit the HUIT Stipend Request Form.

Security Requirements

Stipend recipients using personal mobile devices must adhere to the University data security and software requirements outlined in the Mobile Device Policy.
Mobile Device Program

Overview
In rare instances, eligible staff may be issued a Harvard-owned mobile device in lieu of a stipend if there is a compelling business need.

All mobile devices requests must be approved by department Managing Director, Administration & Finance, and Human Resources. If approved, the Administrative Operations team will arrange distribution of the device.

Eligibility Criteria by Device Type:

Mobile Phone:
- Dedicated phone and line for departmental on-call coverage
- Necessary for testing applications

JetPack/Hotspot:
- Necessary for remote/field work where Harvard networks are not available or sufficient
- Approved business travel outside of the Harvard campus
- Used for testing applications outside of the Harvard network

Harvard-owned devices must be used until they are no longer physically usable, are unable to run required software or operating systems, or must be upgraded for other technical reasons as identified by local supervisor/manager.

Requests
Eligible employees should fill out the HUIT Mobile Device Request Form.