

## Appendix E: Staff Mobile Phone Policy - Frequently-Asked Questions

### **If I already had a Harvard-provided phone as of 9/1/2014, can I keep it?**

Existing Harvard staff who, as of September 1, 2014, already have University-provided phones or who receive reimbursement or other subsidy for a personal mobile phone (“grandfathered” staff) will not be subject to the eligibility requirements; these staff may continue to use their Harvard mobile phone or receive reimbursement or other subsidy for a personal mobile phone. Note that some schools may have implemented more restrictive policies; check with your tub’s Administrative Dean, vice president or designee.

### **If I already had a Harvard-provided phone as of 9/1/2014 and I take a different role at Harvard, am I still grandfathered?**

No, only specific individuals in specific roles may be grandfathered. If a staff person who has a University phone changes roles, that person’s need for a phone in the new role must be evaluated against the eligibility criteria in this policy. Similarly, if a person is newly-hired into a role where the last incumbent was grandfathered, the newly-hired person’s need for a phone must also be evaluated against the eligibility criteria in this policy.

### **If I’m grandfathered and currently getting reimbursed for business use of a personal cell phone, can I get reimbursed for my entire personal cell phone bill?**

Most people who have cell phones today also use them for personal activities. In general, reimbursements should be for the portion of a personal bill that is for University business, not for the entire personal bill.

### **If I have a grandfathered Harvard-owned phone, when can I upgrade it?**

Grandfathered staff with Harvard-owned phones must use their existing equipment until the device is no longer physically usable, is unable to run required software or operating systems, or must be upgraded for other technical reasons as identified by tub IT group.

### **If I’m grandfathered, can I “opt in” and get a subsidy instead?**

Grandfathered Harvard staff who already have University-provided phones or who receive reimbursement or other subsidy for a personal mobile phone may opt in to the BYOP program with approval from their tub’s Administrative Dean, VP or designee.

### **If I’m grandfathered, can I give up my Harvard-owned cell phone and get my personal cell phone reimbursed fully, or will I only be entitled to a \$50 stipend?**

As noted above, most people who have cell phones today also use them for personal activities. In general, reimbursements should be for the portion of a personal bill that is for University business, not for the entire personal bill. The grandfathered person can keep his/her Harvard owned cell phone or use his/her personal phone and receive the \$50 stipend.