

## New rules and procedures for Departmentally Owned Cell Phones

We are in the process of consolidating the FS & RMPS Verizon cell phones into one plan. This change will save us time, money, and effort. Early estimates put the dollar savings at \$44,000 (cell phone charges and allowances (\$35K and \$9K, respectively)). Additional savings are expected in labor, paper, and storage costs. Processing time will be dramatically shortened by this electronic process.

### *How will these changes effect you?*

**Cell phone users:** each user will be assigned a 200 “shared-minute” plan.\* Each user will receive a monthly statement via e-mail (or paper, if they do not have access to e-mail). All users must: monitor *chargeable* business vs. personal use (maximum 10% personal); report to Department and BSC if personal usage is > 10% (not required if <10%); switch to an allowance if personal usage is > 10% for three months during the year (*unless* the employee is in a bargaining unit); and confirm, annually, that personal usage is in accord with policy limits.

**Department Contacts** (one per Department): each department contact will receive, electronically, monthly Verizon Cell Phone statements for each Departmental Phone. Department contacts must: print out (and deliver) monthly statements to users that do not have access to e-mail, review departmental summary charges for reasonableness, and send an e-mail confirmation to the CUFA BSC that bills are ok to pay.

### *What is the nature of these changes?*

#### **BILLING**

- **new:** All charges will be included in one, comprehensive, Verizon bill; statements (will be electronically delivered to Cell Phone Users and to Department Contacts. Department cell phone expenses will continue to be based upon *actual* cell phone charges.
- **old:** More than 60 phone bills have been sent, via US Mail, to users and departments (at least one bill comes in a box and is regularly more than 1,000 pages).

#### **STANDARD RATES**

- **new:** 200 shared-minute shared plan, with lower monthly cost per plan (shared-minute plan permits cell phone users who exceed their plan to use minutes from those who have unused minutes).
- **old:** Many different plans, with higher average monthly costs (plans did not offer opportunity to “share” in unused minutes).

#### **PAYMENT**

- **new:** One payment to Verizon, with automatic “billing” to departments based upon actual costs; additional processing will not be required.
- **old:** More than 60 separate payments to Verizon; significant additional processing is required.

### *New Departmental Phones*

All new departmental phones must be processed thorough **Division of Facilities Services Telecommunications / Cellular** (Walt Vavra [wjv3@cornell.edu](mailto:wjv3@cornell.edu))

#### **Notes:**

\* **Shared-minute plan** allows “unused” minutes to be “pooled” for use by users that exceed their 200 minute limit (note: following a period of evaluation, some 200 shared-minute plans *may* be adjusted)