

## Business Process – HSPH Staff Mobile Phone Support Additional Compensation Approval Process

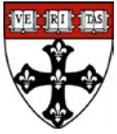
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**Purpose:** This documents the business process to obtain the necessary approval for and to set up the additional compensation for an HSPH exempt or non-exempt staff member who is eligible for a stipend for mobile phone support. This process is effective 9/1/2014 for all newly-hired staff and existing staff who do not already have a Harvard mobile phone or receive reimbursement or other subsidy for a personal mobile phone.

**Background:** Harvard strives to provide employees with the right technology tools they need to do their jobs, to treat employees in similar roles equitably, and to use its resources wisely. The University recognizes that mobile phones are omnipresent and that many users want a single device that supports both their work and personal lives. The University seeks to support employees' business technology needs while allowing users enough flexibility to choose devices and service plans that meet their personal and family requirements.

The conditions under which staff receive financial support for mobile phone use are:

- The stipend amount for mobile phone usage for eligible staff is \$50 per month. Stipends are intended to reimburse the incremental cost of business use of a personal mobile phone and thus represent nontaxable compensation. Stipends are not considered additional base pay and therefore are not eligible for benefits calculated on base pay. Stipends are paid via payroll.
- Mobile phone equipment, accessory and app costs are the responsibility of the employee; the employee is responsible for any loss, theft, or damage. The phone must be able to run current operating systems and software.
- The phone must meet University data security and software requirements as defined on the next page.
- Employees receiving the program stipend agree to provide their department with their cell phone number within three business days of inclusion in the stipend program, and within three days of a change in their number.
- **Employees must protect Harvard data. Employees should back up data on phone regularly.**
  - Staff must wipe Harvard data from their phones when they are no longer actively using that data for their current Harvard role (e.g., when they leave the University, switch devices, give their phones away, turn in phones to Verizon/AT&T, etc.).
  - All staff who have Harvard data on their phones are strongly encouraged to back up their data regularly. Routine backups ensure continued access to both Harvard and personal data on phones.
  - **If a phone that contains Harvard data is lost or stolen, the owner must immediately notify HSPH's IT group at (617) 432-4357 or [helpdesk@hsph.harvard.edu](mailto:helpdesk@hsph.harvard.edu) so that IT can remotely wipe the device.**



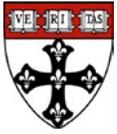
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**Steps for Processing Mobile Phone Additional Compensation Stipend:**

Step	Role	Task/Activity
1	Department	Completes <i>HSPH Mobile Phone Stipend Justification Form</i> (with Department Administrator/Director approval), and has employee complete the <i>HSPH Staff Mobile Phone Support Employee Additional Compensation Agreement Form</i>
2	Department	Enters and transmits additional compensation transaction in Wasabi: <ul style="list-style-type: none"> <li>• Additional Pay - Recurring</li> <li>• Earnings type MDS</li> <li>• Termination date required if prior to fiscal year end</li> </ul> Required attachments include: <ul style="list-style-type: none"> <li>• <i>HSPH Mobile Phone Stipend Justification Form</i></li> <li>• <i>HSPH Staff Mobile Phone Support Employee Additional Compensation Agreement Form</i></li> <li>• Employee job description</li> <li>• If exception request is for Item D (“other business case”), attachment explaining business necessity must be attached</li> </ul>
3	Chief Human Resources Officer	Reviews and approves, or rejects, stipend request

Note:

Prior to fiscal year end, an automated renewal process will be generated to confirm with departments that current staff mobile phone stipend payments still meet eligibility requirements and should be continued for the next fiscal year. Changes to charge coding that are effective July 1<sup>st</sup> will also be obtained at this time.



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### Stipend Eligibility Requirements:

To be eligible to receive a Mobile Phone Support stipend, a staff person must meet one of the following criteria:

1. *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.
2. *Mobile employee*: job requires routine field work where the employee needs a mobile phone to communicate real time with office to give or receive direction
3. *Frequent traveler*: defined as at least 30 travel days per year
4. Other business cases proposed and justified by Department Administrator/Director and approved by the Executive Dean for Administrative Dean; must meet at least ONE of the following criteria:
  - Role requires staff member to routinely respond to urgent (immediate action required) University business while staff member is away from the office; supervisor must explain business necessity
  - Role requires staff member to be routinely available while in remote locations; supervisor must explain business necessity
  - Other business case; supervisor must explain business necessity.

### Appendices:

- *HSPH Mobile Phone Stipend Justification Form*
- *Employee Job Description*
- *Other Business Case Justification*
- *HSPH Staff Mobile Phone Support Employee Additional Compensation Agreement Form*

### Related Documents and Policies

- [Harvard University Staff Mobile Phone Policy](#)



**Mobile Phone Stipend Justification Form**

*please attach employee's job description*

Name of staff member to receive stipend:	
HUID of staff member to receive stipend:	
Job title of staff member:	
HSPH Department:	
Name of <u>supervisor</u> submitting request:	
Harvard phone number of <u>supervisor</u> :	
Harvard email address of <u>supervisor</u> :	

**Reason staff member requires mobile phone stipend (check all that apply)<sup>1</sup>:**

A. <u>24/7 access employees</u> : day to day job responsibilities require routine response to <b>urgent (immediate action required)</b> 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.	
B. <u>Mobile employees</u> : job requires routine field work where a mobile phone is needed to communicate real time with office to give or receive direction – e.g., property assistants	
C. <u>Frequent travelers</u> : defined as at least 30 travel days per year	
D. <u>Other business cases</u> proposed and justified by direct supervisor; 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 staff member is away from the office; supervisor must explain business necessity in attachment <sup>2</sup>	
b. Role requires staff member to be routinely available while in remote locations, supervisor must explain business necessity in attachment <sup>2</sup>	
c. Other business case; supervisor must explain business necessity in attachment <sup>2</sup>	

I certify that this request is in compliance with the [Harvard University Staff Mobile Phone Policy](#):

Signature of <u>Department Administrator</u> :	_____ Date _____
Name of Department Administrator:	_____
Signature for Chief Human Resources Officer:	_____ Date _____

**ATTACHMENTS:**

<sup>1</sup> *Employee's job description must be attached*

<sup>2</sup> *If exception request is for Item D, attachment explaining business necessity must be attached*

**Employee Job Description:**

If exception request is for item D (“other business case”), please explain business necessity below:



**Staff Mobile Phone Support – Employee Additional Compensation Agreement Form**

Harvard strives to provide employees with the right technology tools they need to do their jobs, to treat employees in similar roles equitably, and to use its resources wisely. The University recognizes that mobile phones are omnipresent and that many users want a single device that supports both their work and personal lives. The University seeks to support employees’ business technology needs while allowing users enough flexibility to choose devices and service plans that meet their personal and family requirements.

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In accepting a Mobile Phone Support stipend, I acknowledge and accept the above conditions:

Employee signature \_\_\_\_\_ Date \_\_\_\_\_  
Employee name \_\_\_\_\_  
Employee HUID \_\_\_\_\_  
Mobile phone number \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor name \_\_\_\_\_  
Department name \_\_\_\_\_

*This agreement must be attached to the Wasabi Additional Compensation action.*

*For all newly-hired staff and existing staff who do not already receive some form mobile phone support from HSPH, this stipend is subject to approval by the Chief Human Resources Officer.*



## Staff Mobile Phone Support – Employee Additional Compensation Agreement Form Eligibility & Security Requirements

### Eligibility Requirements

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  - Other business case; supervisor must explain business necessity.

### Mobile Device Security Requirements

HARVARD  
UNIVERSITY



Information Technology

The following requirements apply to **all mobile devices that may store or process Harvard confidential information**, regardless of whether they belong to or are paid for by Harvard.

All mobile devices that may store or process Harvard confidential information must:

- **Have a passcode of at least 4 digits**
- Have device encryption enabled
- Be configured to self-erase after 10 consecutive bad passcode attempts
- Have remote-wipe capability enabled
- Have a screen lock with maximum of 5 minute inactivity period