

To: Deans, Directors and Department Heads

Date: May 21, 2009

RE: Wireless Device Update

The University's plan to address Internal Revenue Service (IRS) concerns regarding University provided wireless devices, (cell phones, BlackBerries and other Smart Phones) has been revised. As you may know, IRS regulations require institutional wireless device users to differentiate personal and business use and that any personal use be imputed as income to the device holder. Failure to follow these regulations may subject the University and/or the individual to IRS penalties.

Beginning July 1, 2009, the University will comply with IRS rules by requiring all employees who use a University issued cell phone to account for every call by listing the caller or recipient, the reason for the call and whether or not it is personal or business related. Standard forms for this purpose are available at the Telecommunications web site, listed below.

We are asking you to make yourselves familiar with this requirement to list all calls sent/received from a University issued wireless device, and to make sure all employees who have a University issued device comply with this requirement as of July 1, 2009.

This is an appropriate time to decide if those employees who have been assigned a cell or smart phone still need them. We'd encourage only necessary phones should be retained. UConn employees should be provided with wireless devices if they spend considerable time outside of the office and it is important to the University that they be accessible during those times; their job function requires them to be accessible outside of scheduled or normal working hours; their job function requires them to have wireless data and Internet access and/or the employee is a "first responder" to campus emergencies.

If your unit has staff members that only use a cell phone during working hours, we want you to review your needs and determine if you are able to use other, perhaps less expensive forms of communication (two way radios or beepers, etc.). If cell phones are appropriate, you may establish department cell phones that must be checked out and returned at the end of each shift. Staff members who are issued department cell phones while at work will be required to document the purpose of each call made as well as received and department managers will be required to review call logs on a monthly basis to ensure the phones were used for business purposes. Telecommunications will continue to manage the cell phone program.

More detailed information about the University's policy, IRS regulations, commonly asked questions and answers, required forms, and other information are located at <http://telecom.uconn.edu>.

Sincerely,

Peter Nicholls, Provost and Executive Vice President for Academic Affairs
Barry Feldman, Vice President and Chief Operating Officer
Richard Gray, Vice President and Chief Financial Officer