Policy: The Graduate Center (all locations) recognizes the value of personal productivity tools for its executive leadership and key subordinates, both in order to facilitate business and to ensure communication avenues are available in times of critical need. To this end, cellular telephones and/or related handheld devices and associated services are made available to members of the President’s Cabinet for business purposes.

Procedure:

- The costs for such devices and services will be borne by the Information Technology budget for members of the President’s Cabinet.
- Devices and services for sub-Cabinet level staff must be approved by the appropriate Cabinet-level supervisor; costs for such resources for sub-Cabinet positions are the responsibility of respective unit budgets.
- Devices and services of this nature may be procured by other units of the GC within their own decision-making and funding frameworks.
- It shall be the responsibility of Information Technology to facilitate monthly reports on the use of such devices and services. The vehicle for said reports is individualized access to Verizon Wireless ‘MyBiz’ portal. All individuals with a GC-funded cell phone and their supervisors where appropriate have a unique user-id to access the portal in order to view reporting information on call/data activity and costs related to their mobile line(s).
- It shall be the responsibility of Information Technology to provide recommendations on appropriate technologies and to provide configuration guidelines for integration with the technology systems in use at all GC locations; tech support for individual devices is available from the vendor.
- It shall be the responsibility of individual users to monitor the use of such devices and services for personal (non-GC) activity and to determine appropriate reimbursement to the GC.
- All users of technology resources provided by way of the City University of New York (CUNY) must conform to the CUNY Policy on Acceptable Use of Computer Resources. It is the responsibility of the user to remain familiar with and compliant with the details of this policy, which can be viewed at: http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/it-policies/ComputerUsePolicy1.pdf
- Any employee of The Graduate Center receiving GC-funded cellular services needs to be aware that the Internal Revenue Service of the United States has published guidelines on tax liabilities for employees receiving employer provided cell phone services. The following narrative, titled “Employee Cell Phones” may be useful: https://www.irs.gov/irm/part4/irm_04-023-005r#idm140132798287776
• IT will provide as a standard an Android device based on models available from the vendor.