

JABSOM Mobile Device Procedures for RCUH Employees

Created August 2019, Updated November 2019

Reference: University of Hawai'i Administrative Procedures – [AP 8.853 Mobile Devices and Related Communications Services Program](#)

Background Information:

October 30, 2004 Flood

The John A. Burns School of Medicine (JABSOM) initiated an internal cell phone and internet service reimbursement procedure as a result of a devastating flood on October 30, 2004, due to a torrential rainstorm that affected numerous building on the University of Hawai'i at Manoa's campus. The John A. Burns School of Medicine, Biomedical (BIOMED) Science Building received severe damage due to the overflow of flood water throughout the BIOMED building towers. Almost all employees working in BIOMED were affected by the flood. As a result, the employees were relocated to various locations on the Manoa campus, Gold Bond Building, Dole Cannery Castle & Cooke and in some cases due to lack of work space, employees were working out of their homes.

During this time, temporary work location sites were being assigned to employees as the new medical school in Kaka'ako was being constructed. Cell phones and the internet were the most used communication devices used among employees. At the time, cell phone and internet rates were very expensive and employees began exceeding their cell phone minute ceilings. As a result, JABSOM Interim Dean Samuel Shomaker initiated a reimbursement process for all employees using their cell and internet services as a primary means of communication. (S. Shomaker 2006 memo). Monthly non-taxable reimbursements were allowed with a copy of the employee's cell phone and internet service bill as support for the calls and internet service. The UH did not have a cell phone or internet policy or procedure at this time.

Opening of JABSOM Kaka'ako Campus

JABSOM's Administrative offices were the first to move into the new Medical Education Building (MEB) located at 651 Ilalo Street starting April 2005. The Biosciences Building was ready for occupancy around August 2005. Employees, especially facilities and IT service personnel, were working around the clock to support the needed services for the new and incoming MEB and BSB employees and the cafeteria, Health Sciences Library and Bookstore personnel. In an effort to continue support from the facilities and IT employees for the 24 hours, 7 days a week, JABSOM continued their reimbursement process, but reduced the non-taxable monthly rate from \$39.99 to a non-taxable monthly rate of \$25.00. This rate remained the same up and until December 31, 2018.

UH AP 8.853 Mobile Devices and Related Communications Services Program

In January 2019, the UH established a general criteria, guidelines and procedures to address the business use of mobile devices for UH eligible employees. Currently, RCUH does not have guidelines/procedures for eligible RCUH employees. Therefore, JABSOM is adopting and incorporating the following procedures for their RCUH employees.

Procedures:

1. JABSOM RCUH employees designated and approved by their supervisors to receive either a 1) RCUH Project-provided mobile device, or 2) \$30 monthly taxable allowance (available only to non-exempt employees), will submit a completed JABSOM RCUH DISB-15 form approved by his/her supervisor and principal investigator to Fiscal.
 - a. Note: The DISB-15 form is for the calendar year and must be renewed annually.
2. Fiscal will review, approve, and forward to Dean for approval.
3. Upon receiving Dean approved form, Fiscal will email a copy to department/project.
4. **Option #1 RCUH Project-Provided Mobile Device:** Department/project shall complete a purchase order requisition, attach the approved form, and submit to Fiscal to procure the mobile device. Submittals shall be made any time after Dean's approval is obtained.
 - a. Fiscal will review, approve, and issue the Purchase Order to the department/program.
5. **Option #2 \$30 Monthly Taxable Allowance (available only to non-exempt employees):** Department/project shall complete Memo to RCUH HR, attach the approved form, and submit to Fiscal to pay taxable allowance.
 - a. Fiscal Office will review and forward to RCUH HR.
 - b. RCUH HR will review and process payment to the employee as wages-in-kind.

Reference Links:

JABSOM RCUH DISB-15 Form: <http://blog.hawaii.edu/ofaa/forms/> (scroll down to Mobile Device Program)

UH Policy and Form:

AP 8.853 - Mobile Devices and Related Communications Services Program

<https://www.hawaii.edu/policy/index.php?action=viewPolicy&policySection=ap&policyChapter=8&policyNumber=853&menuView=closed>

UH DISB-15 Form: [https://www.hawaii.edu/policy/docs/temp/DISB-15 University of Hawaii Employee Mobile Device Program Form Final.pdf](https://www.hawaii.edu/policy/docs/temp/DISB-15%20University%20of%20Hawaii%20Employee%20Mobile%20Device%20Program%20Form%20Final.pdf)

Other UH Sites:

JABSOM Fiscal Blog Site: <http://blog.hawaii.edu/ofaa>