



Ref. No. 09/0076/15

Vodňany, 4<sup>th</sup> March 2015

## **Dean's Decision No. 11/2015** **Use of company mobile phones at the FFPW USB**

1. An employee can be provided with a company mobile phone with a SIM card or only with a company SIM card (hereinafter referred to as a company mobile phone) and can use mobile network operators services only on the basis of a written application confirmed by a Director of an Institute of the FFPW USB and approved by the Registrar of the Faculty.
2. The entitlement to a company mobile phone belongs to: the Dean, Vice-Deans, the Registrar, Directors of Institutes, all Heads of laboratories, workplaces and their assistants. Possible exceptions are considered by the Dean. SIM cards are provided for the use of technological and security GSM devices in the possession of the FFPW USB, which is done at the request of an Administrator of such device or a responsible person.
3. An employee can use a company mobile phone only for making phone calls and sending SMS messages. Use of other mobile network operators services is considered by the Registrar of the Faculty on the basis of written applications of employees in accordance with the section 1 of this Decision. Use of all services is possible only for company purposes and to the extent strictly necessary.
4. An employee is obliged to protect his/her company mobile phone against damage, loss, theft and abuse. Possible loss or theft must be immediately reported to the Information Technology Assistant of the FFPW USB.
5. Company mobile phones cannot be used for paying any other services, e.g., fare, fees or any other paid transactions (telephone numbers 909 xxx xxx). If an employee uses such service of a mobile network operator, payment of the corresponding amount will be settled by him/her.
6. All users of company mobile phones will publish their telephone numbers on the Faculty website.
7. Originals of applications related to the use of company mobile phones are kept in personal files of employees, the electronic version of the application is recorded by the IT Assistant of the FFPW USB.
8. The IT Assistant of the FFPW USB provides a new company mobile phone and a SIM card in compliance with a general contract of a current mobile network services provider of the University according to limits approved in the application and an applicant's demands.
9. Transfer (handing over) of a company mobile phone to another employee of the FFPW USB with the entitlement defined in section 2 of this Decision is possible on the basis of a written application defined in section 1 of this Decision and it is conditioned by a transfer of property to a receiving person.



10. When the entitlement to a company mobile phone or an employment terminate, an employee returns the company mobile phone to a specified person according to section 9 of this Decision or he/she hands the phone over to the IT Assistant of the FFPW USB.
11. Cancellation of a telephone number of a company mobile phone, its change or release for transfer to another operator or for private purposes can be carried out only in justified cases and only on the basis of a written agreement of the Registrar of the Faculty.

Annex No. 1 is a part of this Decision: Application for provision of a company mobile phone and use of services of a mobile network operator

This Decision invalidates the Registrar's Decision No. 2/2011.

This Dean's Decision becomes effective on 4<sup>th</sup> March 2015.

Prof. Dipl.-Ing. Otomar Linhart, DSc.  
Dean of FFPW USB



**Application for provision of a company mobile phone and use of services of a mobile network operator**

In.....on.....

I am applying for:

- provision of a mobile phone including a SIM card
- provision of a SIM card
- provision of a mobile phone without a SIM card

with a possibility to use the following services of a mobile network operator:

- voice services
- SMS
- data – mobile internet (in the Czech Rep.)
- MMS messages
- other services:.....

Justification of the application:

.....  
Applicant's name and surname

.....  
Applicant's signature

**Statement of a Director of an Institute of the FFPW USB:**

I agree / I disagree /I agree with the following comments\*  
comments:

.....  
Name and surname, signature

**Statement of the Registrar/Dean of the FFPW USB:**

I agree / I disagree /I agree with the following comments \*  
comments:

.....  
Name and surname, signature

Price limit (mobile phone):

.....

Price limit for the service (per month):

.....

Financing from (Cost centre/Type of action/Action/Complex item):

.....

\* *delete as appropriate*



Fakulta rybnářství  
a ochrany vod  
Faculty of Fisheries  
and Protection  
of Waters

Jihočeská univerzita  
v Českých Budějovicích  
University of South Bohemia  
in České Budějovice  
Czech Republic

SIM card number ..... received on .....

.....  
Signature of the recipient

SIM card number .....returned on .....

.....  
Name and surname, signature of the recipient