

Directive "Corporate Mobile Network (CMN) of the Central Bodies (ZO)"

dated 9 July, 2019

The Vice President for Human Resources and Infrastructure,

based on Art. 11b of the Organizational Directive (OD) of ETH Zurich of 16. December, 2003,¹ in conjunction with Art. 22 of the ETH Zurich Acceptable Use Policy for Information and Communications Technology (BOT)²,

has issued the following directive:

Scope and purpose

This directive regulates the business and private use of the CMN, for a device provided for telephone accessibility, by employees in the central bodies (ZO) of ETH Zurich in accordance with Art. 17 OD.

The use of additional devices³ considered as workplace equipment is not regulated in this directive. In such cases, the responsibility lies with the department and staff management.

¹ RSETHZ 201.021

² RSETHZ 203.21

³ Mobile telephones, tablets, laptops, etc., which are operated with a SIM card

A. Usage

All employees of the Central Bodies with permanent employment contracts will have the opportunity to apply for a CMN subscription from ETH after the probationary period. The decision which persons are entitled to use the service and which usage category they are assigned to lies with the respective department or staff management. They also decide on the allocation of subscriptions and/or equipment for employees with temporary contracts in their area.

Allocation of subscriptions and devices

When using the CMN, we differentiate between two categories:

1. **Category 1**
This category includes the top management levels (personal use) as well as group and dedicated on-call mobile phones (non-personal use).
2. **Category 2**
Category 2 CMN use is intended for the following employees:
 - Employees who need to be reachable a lot of the time, even outside of regular working hours
 - Employees with on-call duties, or those who need to be reached in the event of an alarm
 - Support staff who are not in their own offices for a significant amount of their work time

The telephone numbers of the CMN subscriptions – with the exception of VIP numbers – are made available for operational purposes/needs. This is done via a password-protected platform. In the event of justified and approved exceptions, the owner of the directive can change the settings for publication.

Costs

The current status of personal call charges can be found on the CMN website; further information on the service and conditions can be found in the IT Services Catalogue.

Any costs incurred by ETH for the CMN subscriptions are covered in full by the respective units. The responsibility for financing and cost monitoring lies with the person responsible for the financial element. IT Services provide overviews for this purpose.

1. **Category 1**
The costs for the CMN subscription and/or the devices are charged in full to the designated financial element (cost centre or PSP).
2. **Category 2**
Category 2 users will be charged for any costs that exceed the **free amount of CHF 30.00 per month**. The charges are settled either automatically via a deduction from the salary payment or via invoices issued individually by the respective departments. In justified

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cases, which are defined by the person responsible for the budget, call or data costs above the free amount mentioned above can be reclaimed by means of expense accounting. The reclamation must take place within three months via ETHIS, by providing the reasons and enclosing the itemised bill. Otherwise, the right to reclaim these costs will lapse. If the free amount has not been fully used, the difference between this allowance and the costs incurred will also lapse on a monthly basis.

For devices related to a category 2 CMN subscription, a maximum contribution towards the purchase of a mobile phone shall be made available to users at the following intervals:

- 2 years: CHF 300.-
- 3 years: CHF 450.-
- 4 years: CHF 600.-

Costs related to renewal intervals that deviate from this rule or costs that exceed the official base amount of CHF 30.- must be covered by the employee. As this relates to cost sharing, there is no entitlement to the full amount if the device chosen is cheaper. After the probationary period, new employees receive the amount for 3 years.

Usage rules

1. The "[ETH Zurich Acceptable Use Policy for Information and Communications Technology \(BOT\)](#)" applies.
2. IT Services provide technical support via the Service Desk for VPN setup and operation and calendar and/or email synchronisation on mobile phones.
3. Mobile phones must be protected with a password. The configuration of a "remote deletion" function, which can be activated in the event of the device's loss, must be installed.
4. The owners of a CMN subscription also carry the devices with them outside regular working hours. Availability, to the extent that this is necessary from a business perspective, is determined by the manager together with the employee concerned. Employees with on-call duties must ensure the devices are switched on when they are on duty.
5. In the case of category 2 users, IT Services can request a detailed list of the connection data from the provider on behalf of the responsible budget manager, for the purpose of checking cost sharing (in excess of the CHF 30 allowance).
6. If an employee's role changes or if they leave ETH Zurich, authorisation to use the Corporate Mobile Network of ETH Zurich is revoked. On request, the telephone number can be removed from the ETH CMN contract by means of a declaration of transfer, and transferred to a private subscription belonging to the person concerned.
7. When joining the CMN of ETH Zurich, employees must agree to the billing of costs either via payroll accounting or separate invoicing and accept the general terms and conditions of the provider and the terms of use in this directive.

8. In the employee leaves ETH Zurich, the return of equipment used for business purposes is regulated as follows:
 - **Category 1:** The decision as to whether the employee may keep the mobile phone or must return it to ETH Zurich is made by the respective department or staff management. Devices provided for non-personal use (group subscription, on-call service, etc.) always remain with ETH Zurich.
 - **Category 2:** Employees in this category must repay some of the costs for the device in the event that they leave ETH (the respective leaving date shall apply as well as the amount according to the renewal interval):
 - within the first year: 100% of the amount
 - within the second year: 50% of the amount
 - From the third year onwards, no repayment is required.
9. Private use of the subscription is permitted as long as it is a personal subscription and not a non-personal one (group subscription, on-call service, etc.). It should be noted that the usual standard subscriptions within Switzerland do not incur any additional costs beyond the pure subscription costs. All CMN subscription owners are required to configure appropriate, restrictive settings on the device (roaming) when using the device abroad or to purchase additional data packets. When purchasing data packets via the provider's portal for use abroad, a distinction must be made between private use (holidays) and business use (business trips). Call costs and/or costs for data packets used abroad are generally to be borne by the subscriber; business costs can be reclaimed retroactively within three months by stating the reasons and providing an itemised bill via cost accounting.
10. It is possible to use several SIM cards within one subscription (eSIM also possible). For category 2, the costs for the additional SIM card can be deducted from the allowance. Any costs exceeding this amount must be covered by the employees.

B. Monitoring

The department or staff management keeps a list of approved mobile phones (category 1) and contribution payments (category 2).

The CMN website is made available to budget managers for the management and control of subscriptions financed by the unit.

A list of available CMN subscriptions (types and conditions) can be found in the IT Service Catalogue of IT Services of ETH Zurich.

Exceptions to the regulations on the use of the CMN defined in this document can be granted in justified cases by the Director of IT Services.

With this directive, all previous directives and regulations regarding the CMN lose their validity.

Entry into force: 1 July 2019

Prof. Dr. Ulrich Weidmann
Vice President for Human Resources and Infrastructure

Further information

- Website with relevant information regarding the CMN directive: [Service Description \(IT Service Catalogue\)](#)
- CMN website: <http://www.cmn.ethz.ch/>