

This document provides pricing and additional information referred to in the Electronic and Communication Devices & Services policy.

Email and Office – All PAVIR employees are given basic Microsoft 365 (formerly Office 365) accounts when they are hired¹. This provides a PAVIR email address and access to the *web-based* suite of Office applications. At a supervisor’s request, a paid Microsoft 365 account can be purchased giving employees the ability to download the full suite of Office *desktop* applications. Please see Office.com for more information about differences between the Office web-based and desktop versions.

One of the applications available with a Microsoft 365 account is access to **Teams**. Teams is, among other things, Microsoft’s modern version of Skype for Business, so it can be used like Skype or Zoom for meetings and other information sharing. The web-based version of Teams is available for free to all PAVIR employees, so should be explored before a determination that any of the paid account options discussed here is needed.

Zoom – PAVIR employees may self-enroll for the basic version of Zoom at Zoom.us. The use of a PAVIR email address automatically links these employees to PAVIR's account. At a supervisor’s request, a licensed Zoom account can be purchased giving the employee the ability to host longer video meetings, and/or meetings with more attendees. Please see zoom.us for more information on basic vs. licensed users.

Zoom Phone – This service can be an excellent alternative to providing a physical phone to employees needing to be contacted via phone. It is also much more cost effective than a taxable phone allowance and has the added benefit of the employee not having to give out their personal phone number. It works through the Zoom application, either on the desktop or mobile phone. When not in Wi-Fi range the Zoom Phone mobile app uses a phone’s data service.

Hotspots – Through the non-profit TechSoup, PAVIR can buy up to 11 hotspots per year. The “year” is TechSoup’s fiscal year which cycles each July 1st. Each hotspot device costs \$24 plus \$120 for the annual service. Up to ten devices can be connected to one hotspot at a time, however, in actual use we’ve found that service degrades with more than three or four connections.

Please note that all of the above must be purchased a year at a time in advance with no refund for unused time. Throughout the year, however, you may switch the licenses between users of the product or service. For example, a PI pays for the full Office suite for her employee Jane Jones in January, but in September Jane finds another position and leaves PAVIR. The PI may then switch that license to Jane’s replacement without having to start a new one year period.

Other Considerations

PAVIR email/Office 365 accounts, Zoom and Zoom Phone Accounts and the taxable allowances for phone and/or internet are *only available to PAVIR employees*. The only options listed here which are also available to researchers’ staff who do not receive a paycheck from PAVIR are hotspots and the purchase of a mobile phone and service.

Service or Device	PAVIR Employment Required	Annual Cost	Charged To
Microsoft 365 Account (Office)	Yes	54.00	ADM or Residuals
Zoom Meeting License	Yes	192.00	ADM or Residuals
Zoom Phone ²	Yes	144.00	ADM or Residuals
Taxable Phone Allowance	Yes	600.00	Same as payroll
Taxable Internet Allowance	Yes	600.00	Same as payroll
Hotspot (Plus 1 time \$24 cost to buy)	No	120.00	ADM or Residuals
Purchase of Mobile Phone & Service	No	variable	ADM or Residuals

¹ Upon request, a PAVIR email account will be provided to employees hired before this practice started.

² Part of PAVIR's cost is paid by minutes used; Rate may need to be adjusted for heavy use.

Options and considerations for providing communication services for PAVIR employees

Zoom Phone at \$144 per year. When paired with an allowance for home internet, this option works especially well for those working from home. Zoom Phone has a lot of features and configurations and is indistinguishable to the caller from a “real” phone. Once the Zoom app is downloaded to an employee’s personal phone, then the Zoom Phone can be answered either on the desktop or the mobile phone. For those whose workday is sitting in front of a computer with no need for after hours access, they may not need to use a mobile phone for Zoom Phone at all. Users set up their own office hours and can have different outgoing messages for during the workday, off hours and vacation time. In rare cases where the business need is for the employee to be out and about on a regular basis in areas that do not have Wi-Fi, then a monthly phone allowance may be appropriate, and one of the other options may be more cost effective.

A taxable allowance for use of employee’s personal mobile phone at \$50/month. This option is best for those who make frequent use of the mobile phone for business, whose cell number is widely published and do not want the disruption of notifying colleagues of a new number. Not a good choice for those giving their phone number to research subjects.

Purchasing a mobile phone and service for the employee. Pricing varies greatly with this option, but if there is a business need to provide a mobile phone for the employee, the supervisor must also pay for the phone service. Employees must make their own arrangements for service and request reimbursement for the monthly cost. As stated in the policy, the PAVIR-provided phone must be used solely for business, so the employee would need to also carry their personal phone. This option works when the employee needs to be called by research subjects and the employee is frequently away from a stable Wi-Fi source.

A taxable allowance for use of employee’s personal internet service at \$50/month. This option is best for those who use email and meetings for communications and do not need to be reachable by phone. In most cases, employees working from home should be getting an allowance for internet service, irrespective of the need for a phone.