

5-20 Cell Phone Policy

A college cell phone is a cell phone purchased by the college who also pays the associated monthly service charges. College cell phones may be provided to select President's Leadership Team (PLT) members, Management Information Systems (MIS) employees and security personnel for business purposes. Other college employees may be issued college cell phones if there is a demonstrated and justified need. Requests for cell phone service should be made to the unit vice president or president for approval. The unit vice president or president should periodically review whether the employee assigned a college cell phone continues to have a business need and remains eligible for cell phone service. The unit vice president or president should also periodically coordinate with the business office to monitor usage, rates and costs. Unassigned college cell phones must be properly controlled and supervised by an individual within that unit.

The college issued cell phone is to be used for official business only. Employees are required to notify the Business Office of any personal calls made and to reimburse the college for those calls. Employees to whom a cell phone is issued must immediately notify the cell phone provider, their supervisor and the Director of MIS if the cell phone is lost or stolen. Any misuse or fraudulent activity involving a college-issued cell phone may result in disciplinary action.

While employees may use personally-owned cell phones to make business calls the college will not reimburse individuals given the complexity of available cell-plans. However, in emergency or extenuating circumstances when an employee must use their personal cell phone to conduct business, for an extended period of time, the college will negotiate a rate of reimbursement for incurred charges.

Employees of the college who have been issued a college Gmail account are eligible to have their college e-mail and calendar synced to their personal cell phone or college issued cell phone. Employees must sign an agreement acknowledging the responsibilities associated with having this access including establishing and maintaining a password on the electronic device.

Employees are to adhere to all applicable state and federal laws related to the use of cell phones while operating a college authorized motor vehicle.

Employees should also use sound judgment with regard to personal cell phones at their work stations or while on duty. It is expected that employees are not utilizing their personal cell phones during work hours to conduct personal business; however the college recognizes there may be instances when it is necessary. Supervisors should monitor the use of personal cell phones during work hours for excessive or inappropriate use.