

ADMINISTRATIVE POLICY
CELL PHONES

This policy pertains to employees.

For the purpose of conducting college business, cell phones or smart phones may be issued to employees when at least one of the following criteria is met:

- The job function of the employee requires considerable time outside of his/her assigned office or work area and it is important to the College that the employee be accessible by phone during those times.
- The job function of the employee requires him/her to be accessible by phone outside of scheduled or normal working hours.

The employee's manager and respective executive team member are responsible for approving the issuance of cell phones. All approvals are to be forwarded via the *Phone/Tablet/Wireless Service Request Form* to Information Technology Services for centralized purchasing and tracking. Recognizing that mobile technology is constantly evolving, Financial Services and Information Technology Services will jointly evaluate each request to determine the most appropriate equipment based on the need.

The College will identify preferred equipment and service providers as well as the appropriate monthly plan based on anticipated usage.

Cell phone bills are reviewed monthly by Financial Services to ensure that each phone is on the most cost-effective plan for the usage being incurred. Usage detail may be forwarded to an employee's manager for approval and is also subject to open records requests that the College may receive.

All cell phones issued in accordance with this policy are intended for business purposes and are subject to the terms of the *Acceptable Use of Computer and Electronic Devices* policy. College-issued cell phones are not to be used as an employee's personal phone and porting of personal numbers to a College-issued cell phone is not permitted.

For employees that wish to carry only one phone that is used for both personal and business purposes, the phone and service must be paid for by the employee. The Help Desk can assist with setting up College email on an employee's personal smartphone. Accessing College email on a personal device will require the employee to set up a password on their personal device.

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