

Title with Index number:

University Cellular Phone Policy

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Authorizing office:

CIO, V.P. of Information Systems

Contact:

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Scope—affected group/s:

This policy applies to all Cornerstone University employees who operate a cellular phone as part of their job duties.

Policy Statement:

Depending on job responsibilities, several employees of Cornerstone University utilize cellular phones in the execution of their jobs. This policy provides guidelines for these employees with regard to cellular phone assignment, repair and replacement of broken cellular phones, cellular coverage plan decisions and liability concerns during cellular phone use.

Roles and General Responsibilities:

The management of cellular phone resources is the collective of effort of four areas of Cornerstone University: the individual Employee, the Budget Manager, the Network Infrastructure Manager, and the Business Office. The responsibilities of each are:

- Employee
 - To use the cellular phone in a manner consistent with the acceptable use guidelines listed below
 - To reimburse the university in a timely manner for any personal use of the cellular device
- Budget Manager
 - To evaluate the job requirements of their Employees to determine whether an Employee should be issued a cellular phone
 - To work with the Network Infrastructure Manager regarding the initial request for a cellular phone and other changes in service and/or charges associated with neglect or abuse
 - To monitor cellular phone use for compliance with the acceptable use guidelines
 - To monitor and authorize payments of bills pertaining to cellular phone use
- Network Infrastructure Manager
 - To work with the Budget Manager with regard to cellular phone assignment
 - To serve as the primary liaison between Employees of the university and cellular phone providers
 - To research and maintain the “University Cell Phone Plans”
 - To work with Budget Managers in determining an appropriate exceptional plan for instances in which an approved “University Cell Phone Plan”

does not meet business objectives, e.g., lack of coverage in a particular location

- Business Office
 - Process cellular phone bills
 - Determine “University Cell Phone Plan” rates
 - Determine phone reimbursement rates

Assignment of Cellular Phones:

- 1) Determination of the assignment of a cellular phone to an Employee is made by the appropriate Budget Manager. An Employee may need a cellular phone if the nature of his or her work requires the Employee to be accessible or to have access to others via telephone for purposes connected to job responsibilities. Considerations should be given to required response times, travel, and alternative means of communication, e.g., pagers. Budget Managers should use the criterion of “required for job” rather than just a convenience or status criteria when determining to assign a cellular phone.
- 2) Once a determination to assign a cellular phone has been made, the Budget Manager will select a cellular phone plan from one of the official University Cell Phone Plans (which are maintained by the Network Infrastructure Manager). The Budget Manager should consult with the Network Infrastructure Manager to determine the best financial and usage option. When possible, group share plans should be selected. *Individual departments will be billed for all expenses associated with the assignment and operation of each cellular phone in its area including cost of the phones, usage charges, roaming charges, etc.*
- 3) The Budget Manager will complete an official “Request for a University Cellular Phone” and submit it to the Network Infrastructure Manager for fulfillment of the request.
- 4) Budget Managers shall work with the Network Infrastructure Manager when changes are needed to an assigned cellular phone due to needed changes in coverage, re-assignment of cellular phones, etc.

Repairs

Employees should first attempt to work with the Network Infrastructure Manager with regard to repairs to a cellular phone. Upon the advice of the Network Infrastructure Manager or in emergencies (e.g., being on the road), the Employee may have the phone assigned to him or her repaired at authorized service centers. *All repair costs will be billed to the appropriate department.* It is the Budget Managers responsibility to collect repair costs from their Employees in cases of neglect and/or abuse.

Acceptable Use:

The following constitute acceptable use of a cellular phone that is used to conduct university business. These apply regardless of whether the cellular phone is owned by the university:

- The Employee's safety during the use of a cellular phone is considered to be of the greater value than a user fulfilling job responsibility to the university; therefore it is considered to be unsafe and dangerous activity for a user to use a cellular phone without a hands-free device while operating a motor vehicle. When a hands-free device is not available the user should wait to place or answer a cellular phone call until a vehicle is not being operated or the vehicle that the user is operating is parked.
- Cellular phones may not be used in the conduct of illegal activities or in a manner that are contrary to appropriate employee conduct as is detailed in the Employee Handbook.

Personal Calls:

It is understood that an Employee who is issued an university-assigned cellular phone will occasionally use the cellular phone for personal calls. If and when the Employee uses more minutes than are included in a plan the Employee is to reimburse Cornerstone University for all personal calls that exceed the minutes covered by the plan (at a rate determined by the Business Office) and for any roaming charges and/or other fees associated with the calls. As with all university resources, the Employee is expected to be a good steward of this resource.

Use of Personal Cellular Phones for Business Purposes:

In special circumstances it may be deemed necessary, as determined by an Employee's Budget Manager, for an Employee to use a personal cellular phone for business purposes. Business calls, fees and other charges shall be reimbursed by the University on a monthly basis at a rate determined by the Business Office. Business calls on personal cellular phones should not exceed 60 minutes per month on average. Budget Managers are responsible to determine whether assigning a university cellular phone constitutes fiscal stewardship.

Transferring University Phone Ownership To or From Individuals:

Cornerstone University maintains a pool of cellular phones for its business purposes. The university will not transfer ownership of a cellular phone to or from an individual for any reason without the written approval of the Vice President for Information Systems. Nor will the university port telephone numbers to or from its pool unless it is in the interest of the university to do so as determined by the Vice President from Information Systems. Personal convenience is not considered sufficient cause to warrant transfers in either case.