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**POLICY TITLE:** Cell Phone Policy

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**POLICY PURPOSE:** University supplied cell phone must support the University's business, improve the employee's ability to do their job, and/or provide efficiency that does not currently exist. University supplied cell phones are limited to only those employees who do not have personal cell phones, are in need of a cell phone in lieu of a university radio and are restricted to only use on campus or campus activities. University supplied cell phones support the University's business, improve the employee's ability to do their job, and/or provide efficiency that does not currently exist. University supplied cell phones are limited to those employees whose position requires them to be immediately available in order to conduct university business while away from a university landline or in lieu of a university radio and who do not have a personal cell phone. Approved university cell phones may also be assigned to employee groups who share a cell phone as part of on-call duties. University cell phones are restricted to use on campus or to support campus activities or services or business.

**BACKGROUND:**

**APPLIES TO:** University employees

**DEFINITIONS:**

**CONTENTS:**

**POLICY STATEMENT:** Supervisors must make a formal request for issuance of a University supplied cell phone for an employee or on-call duty phone by initiating a justification of need to their immediate supervisor. The justification must indicate how the phone will support the University's business, improve the employee's ability to do their job, and/or provide efficiency that does not currently exist. Ultimately the cell phone request must be approved by the appropriate Vice President or designee.

Once approved, the employee will receive a UNIVERSITY CELL PHONE AGREEMENT and will sign said agreement indicating acceptance of the terms of the issuance of a University Cell Phone. Upon completion of the Agreement, the employee will be issued a cell phone by the Telecommunications Department.

Personal calls should be held to a minimum and avoided if possible. In the event personal calls are necessary the employee is responsible for all personal minutes used including roaming and long distance charges. The employee will reimburse costs related to each call either by applying a "per

minute cost”, if the call is within the plan minutes, or by actual charges if the call occurs in excess of the plan minutes. “Plan minutes” and “per minute cost” will be defined in the “Cell Phone Agreement”. Reimbursement for personal use must be made to the University within fifteen days of receipt of the itemized billing statement and reconciliation of same.

The employee must not operate state vehicles while using the cell phone.

The employee is responsible for the loss of any cell phone and must pay for replacement of the cell phone unless sufficient proof can be supplied that the phone was stolen or lost outside the control of the employee. Exceptions, on a case by case basis, may be made by the President or Vice Presidents. Such exceptions are not binding and do not constitute a waiver of the University's right to insist upon full reimbursement in any given case.

If the employee wishes to purchase a phone other than what is available by contract, the employee will be required to pay the difference in cost.

Failure to comply with the above may result in requiring the employee to surrender their University Cell Phone.

Cellular service for devices that are contracted and paid for by the University, shall include a monthly billing statement for use by the University showing for each call the date, time, length, billing charge and telephone number of the other party, when such number is available.

**EXCLUSIONS OR  
SPECIAL  
CIRCUMSTANCES:**

**RELATED  
DOCUMENTS:**

**Policies:**

**Forms:**

**Other:**

**KEYWORDS:**

Cell phone

**RESPONSIBLE  
OFFICE:**

Vice President for Administration and Finance

**RESPONSIBLE  
UNIVERSITY  
OFFICIAL:**

Administration and Finance

**ORIGINATION DATE:** 9/1/2010

**REVIEW CYCLE:** 3 years

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**POLICY ADDRESS:**

**LAST APPROVED ON:** Adopted by President's Cabinet 3/28/2018

**REVIEW/CHANGE HISTORY:** Approved by President's Cabinet 9/1/2010

**NEXT REVIEW DATE:** 3/2021

## UNIVERSITY CELL PHONE AGREEMENT

By signing below I understand and agree to all the conditions of issuance of a University Cell Phone.

1. I am responsible for all personal calls. Plan minutes are set at \_\_\_\_ minutes per month at a rate of \$\_\_\_\_\_ plus taxes per month, both of which are subject to change. This equates to a per minute cost of \$\_\_\_\_\_ for all calls made within the plan minutes, which is also subject to change. I also understand I am personally responsible for all long distance and roaming charges that are applicable to all personal phone calls. I understand this phone is to be used for University business and that although personal phone calls are allowed they will be kept to a minimum.
2. I understand and agree that I will not use the University Cell Phone in an unsafe manner while operating a motor vehicle or other equipment provided by the State. I will also apply the same required safety considerations of using a University Cell Phone while operating a State vehicle while using my personal vehicle.
3. I understand and agree that if I lose the cell phone I am responsible for paying for its replacement unless sufficient evidence can be supplied that the phone was stolen or lost outside my control. Exceptions may be made by the President or Vice Presidents.
4. I will choose a phone offered through the University contract or I will personally pay the difference in cost of a phone of my choosing.
5. I will make reimbursement to the University for all personal calls within 15 days of receipt of the itemized billing statement and reconciliation of the same. Said reimbursement will include charges for personal minutes used including long distance and roaming charges and applicable taxes. Cell phone billings are subject to audits by the State as well as other entities. I also acknowledge that cell phone bills and other documents are public records.
6. I agree to adhere to the Governor's Executive Order regarding use of State issued cell phones.
7. I understand and agree that in the event I do not adhere to any part of this agreement or the Governor's Executive Order I may be subject to termination of access to the University cell phone and/or other disciplinary action.

Agreed to this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by:

Employee

For use by the Department of Telecommunications:

Cell phone Issued:

Date:

By:

### **Business Use of Personal Cell Phone:**

Where the University (Provost or appropriate Vice-President) determines a newly hired employee or an existing employee who is promoted or moves to a different position requiring a new contract, typically Director level or above, is required to be available via cellular device to the University at any time, the employee's initial contract will include compensation for use of his/her personal cell for such requirement. No additional compensation will be provided at a later date. Phone numbers must be provided to appropriate University personnel allowing 24/7 accessibility of the employee.

Vice President for Administration and Finance  
Budget and Planning

Date  
Date