

CAMERON UNIVERSITY

Cellular or Mobile Telephones and Pagers Policy

Policy Statement

The use of cellular or mobile services is limited to employees whose job duties and responsibilities make such services a necessity. Necessity includes, but is not limited to, situations in which time is of the essence in optimally accomplishing university purposes. Issuance of cellular or mobile devices requires the President's approval. Personal use of cellular or mobile devices provided by the university is not permitted. Personal use by an employee of cellular or mobile devices provided by the university may result in disciplinary action, up to and including termination. This policy applies to cellular or mobile telephones, pagers and cellular or mobile telephone and pager services, the cost or compensation for which is provided wholly or partially by the university.

Contents

- Who should know this Policy?
 - Responsibilities
 - Procedure
 - Contacts
 - Forms
 - Policy History
-

Who Should Know This Policy

President
Vice Presidents
Deans
Department Chairs
Directors

Faculty
Other Accounting/Finance Personnel
Other Groups
All Employees

Responsibilities

Responsible for Policy

University Officer Responsible

Vice President for Business and Finance

Procedure

1.0 General

- 1.1 The Vice Presidents, Director of Physical Facilities, and Director of Public Affairs will be issued university cell phones. These employees are to be available by phone for emergency or time-sensitive calls 24 hours per day.
- 1.2 Other employees may be issued a cellular or mobile device by the university at the president's discretion.
- 1.3 Persons to whom cellular or mobile devices are issued are responsible for avoiding unnecessary expenses related to cell phone usage.

2.0 Reimbursement for Employee Owned Cellular or Mobile Devices

- 2.1 The University will reimburse other employees for expenses related to the use of their personal cellular or mobile devices when such use is required in the performance of their official duties.
- 2.2 Subject to appropriate monitoring and approvals, employees will be reimbursed for charges specifically linked to performing their duties as follows:
 - 2.2.1 Roaming, long distance, directory assistance, etc.
 - 2.2.2 When a billing plan provides for "free" or included minutes within the base charge, the employee shall be reimbursed for business calls based on proportion of business call minutes to total call minutes multiplied times the total cost of minutes billed. [Note: If incoming calls are not identifiable as to a personal or business, they will be excluded in calculating the percentage of business calls.]
- 2.3 The Business Office will accept monthly requests for reimbursement. To avoid excessive claim processing costs, employees should wait until reimbursable expenses exceed \$25.00 before filing a claim.

3.0 Reviews

- 3.1 For purposes of verifying approved cellular or mobile devices, the Business Office will maintain a current record of all approved cellular or mobile devices.
- 3.2 The Business Office will ensure that only those invoices that are for approved cellular or mobile devices are processed for payment.
- 3.3 The Vice President for Business and Finance is responsible for periodically (not less than annually) evaluating the need for cellular or mobile devices and the appropriateness of the pricing plans for cellular or mobile devices by the University.

4.0 Other

- 4.1 Any cellular or mobile telephone service 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. Additional charges for billing detail assessed by the service provider will be covered by this policy.
- 4.2 At the time an employee is issued a university owned cell or mobile phone, he/she shall sign a copy of the University's policy on cellular or mobile devices. This will be maintained in the employee's personnel file.
- 4.3 A department head or other university employee having supervisory authority who may become aware of a violation of the letter or spirit of this policy shall take such remedial action as may be appropriate to control any such violation.
- 4.4 Equipment. Suppliers of cellular or mobile telephone service often provide equipment, including cellular or mobile telephones, at no cost to the customer. The Business Office is required to select this option when available. When the option is not available, an employee should pick the equipment that is least costly to the department.
- 4.5 Employees are not permitted to use hand held university cellular or mobile devices, or any other hand held device, pagers, digital assistants, laptops, or any other electronic communication devices while operating a motor vehicle on university business.
- 4.6 Employees are not permitted to use electronic devices in an illegal, inappropriate, or offensive manner.
- 4.7 Any employee violating Cameron University's policy or procedures for cellular or mobile devices may be subject to disciplinary action, up to and including termination.

Contacts

Policy Questions: Business Office (580) 581-2225

Forms

In support of this policy, the following forms are included: Cell Phone Payment Form-**See Business Office**

Policy History

Policy

Issue Date: March 2003
Reviewed, no revision: February 2016
Revised: April 6, 2017