

CELLULAR TELEPHONES**I. Reason for Policy**

This policy provides general guidelines regarding the distribution of cell phones to college staff and their use.

II. Policy Statement**A. Eligibility for Assignment of College Cell Phones**

1. Eligibility for assignment of college cell phones shall be limited to the President, the Vice Presidents, and others as determined by the responsible Vice President, whose positions require continuous availability for contact by the college and/or if having a cell phone will significantly enhance their job performance—provided the benefit justifies the cost.
2. Group Assignments – Departments (such as Security, Facilities, and IT) may be assigned a limited number of cell phones (pool phones) to be shared by employees who collectively perform functions necessitating a continuing need to utilize off-site communications in order to perform their job duties.

B. Personal Use of College Cell Phone

1. Personal calls are to be kept to a minimum. The President shall authorize procedures and guidelines for reimbursing the college when personal calls cause the plan threshold to be exceeded.
2. Use of college cell phones for any activity that generates income for an employee, a relative of an employee, or any business in which the employee or relative has a financial interest, or for any other purpose that is in conflict with the interests of the college, is strictly prohibited.

C. Cell Phone Security

1. College cell phones are to be kept in the possession of the employee to whom the cell phone has been assigned. Therefore, cell phones shall not be given or loaned to other persons for their own personal use.
2. When circumstances require an employee to relinquish possession of a cell phone temporarily or permanently, the employee is responsible for ensuring it is safely stored or returned.

D. Safety

1. The use of a College cell phone while driving is prohibited, unless a hands-free device is used.
2. Cellular telephones may not be used to defame, harass, intimidate, or threaten any other person. Employees are prohibited from using their cell phones in any illegal, illicit or offensive manner.

E. Abuse of College Cell Phone

1. Willful violations of this policy will result in the revocation of college cell phone privileges and commencement of disciplinary proceedings against the individual.
2. However, even in cases where there is no violation to this policy, the College reserves the right to limit or terminate cell phone privileges if it is in the best interest of the College.

Approved:

Board of Trustees

May 18, 2006