

SECTION: Human Resources NUMBER: A-001-01-0017

AREA: General DATE: 9/1/10

SUBJECT: Cellular Phone REVIEWED: 12/13/2022

I. PURPOSE

This policy outlines the use of personal cell phones at work, the personal use of business cell phones, and the safe use of cell phones by employees while driving.

II. POLICY

A. Personal vs Work-Related Cell Phones

Personal Cell Phones--While at work, employees are to exercise the same discretion in using personal cellular phones as they do for College phones. Excessive personal phone calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. The College encourages a reasonable standard of limiting personal calls during work time to no more than one per day as needed. Employees are therefore asked to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of the College's policy. Flexibility will be provided in circumstances demanding immediate attention. The College will not be liable for the loss of personal cellular phones brought into the workplace.

Work-Related Cell Phones--If your position requires you to use a cell phone, the cell phone is purchased by the employee and this cost is offset by an addition to his/her monthly compensation. Phone can be used for business or personal use. However, since it can be used for business and is partially supported by the College, the use, as described herein should apply. Employees need to know that inappropriate use is subject to disciplinary action.

B. Camera-Equipped Cellular Phones

Camera-equipped devices are permitted in most work areas, except as follows: (1) no camera-equipped devices are permitted in the College's designated research areas at any time without the express permission of the President; and (2) no camera-equipped devices are to be taken into any College restroom, exercise area, shower facility, or other area where employees have the right and expectation to privacy.

C. Personal Use of Company-Provided Cellular Phones

Where job or business needs demand immediate access to an employee, the College may issue a business cell phone to an employee for work-related communications. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for

business reasons only. Phone logs will be audited regularly to ensure no unauthorized use has occurred.

Employees in possession of College equipment such as cellular phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested may be expected to bear the cost of replacement.

D. Safety Issues for Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options, refrain from discussion of complicated or emotional issues, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided to facilitate the provisions of this policy.

Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities resulting from such actions.

Violations of this policy will be subject to discipline, up to and including termination.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair/Board of Trustees