

TITLE: **COLLEGE CELL PHONE POLICIES AND PROCEDURES**

Purpose and Scope

Gogebic Community College strives to provide the most consistent, convenient, and cost effective cellular/smart phone and data plan services possible to its employees. The objectives of this policy are to:

1. Provide guidelines to employees who may require a cellular/smart phone and/or data service plan to conduct college business;
2. Apply standards to the cellular/smart phone equipment and service agreements used by college employees;
3. Simplify and make more manageable the college's relationship with cellular/smart phone and data service vendors;
4. Ensure that the college's acquisition of cellular/smart phone and data services is cost-effective;
5. Provide a system for monitoring cellular/smart phone and data plan usage patterns so that plans can be routinely modified to better meet the needs of the user; and
6. Establish a system for monitoring future developments in cellular/smart phone and data plan services and equipment and selecting those that meet the needs of the college.

This policy applies to all faculty and staff of the college.

Service Vendors

To facilitate the above objectives, the college may at its discretion enter into contracts with telephone and data service providers. During the period when one or more of these contracts are in force, the college will only purchase cellular telephones or data service agreements for employee use on the basis of these contracts.

Eligibility

College cellular/smart phones or other mobile devices, such as tablets, may be an appropriate tool to conduct college business when it is demonstrated that an employee's communication needs cannot be met with other available alternatives such as a paging device, a radio, standard telephone or computing (laptop/desktop) equipment.

The following criteria are provided in order to determine an employee's need for a cellular phone, smart phone, and/or data plan:

1. **Institutional, time sensitive decision making:** An employee whose responsibility includes making critical decisions within widespread impact for the college.
2. **Frequent job related travel:** An employee who travels on a routine basis in the course of performing job-related responsibilities.

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3. **Need for mobility:** An employee who typically works in the field or at job sites where access to telephone is not readily available and is deemed necessary for work responsibilities.
4. **Emergency response:** An employee who is contacted and/or must respond in the event of an emergency (24/7) or is required on a regular basis to be available during non-business hours.
5. **Smart phone and data plan:** Some combination of the above reasons PLUS the employee must check e-mail and/or calendar constantly when away from her/his office for business.
6. **Tablets/other mobile devices requiring data plans:** Some combination of reasons one (1) through four (4) above PLUS number five (5) above PLUS there is a demonstrated need for access to data and other content that cannot be met with a smart phone.

Approval

Requests for cellular/smart phones must be approved by the employee's supervising Dean.

Use of Cell Phones

Gogebic Community College provides cell/smart phones to employees for the purpose of conducting college business. The use of said device to make personal calls is discouraged, although it is understood that usage for personal reasons may be necessary in emergency situations. Employees must realize that although personal calls made within local calling regions and under the usage limits provided by the employee's plan do not result in additional charges, they do count toward the overall time limits established under the service agreement. It is expected that the plan chosen will provide adequate coverage for all normal business needs and **any overage, long distance, roaming or other charges realized by the employee for personal calls shall be the responsibility of the employee.**

Cellular/smart phones are not a personal benefit and shall not be the primary mode of communication, unless they are the most cost-effective means to conduct college business. Users are responsible for the costs associated with applications (apps) and media not originally included with a device. Departments may have a need for additional applications beyond what is provided with basic service plans but these costs are not covered by the program. In some instances the college will allow the employee to purchase 50% of the plan per month and allow the cell phone to be used for personal communications also. These circumstances are restricted to employees who are in need of 24/7 communications with college personnel.

Use of a college cell/smart phone is a privilege that may be revoked at any time for inappropriate conduct. Any abuse of these policies may result in revocation of cellular access, notification to

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college management, and disciplinary actions. All equipment will be returned to GCC's accounts payable office upon leaving employment.

Cellular/smart phones should not be used while driving. Please be aware that in many states the use of a cellular/smart phone while driving is prohibited.

Use of Data Plans

Gogebic Community college provides data plans to employees for the purpose of conducting college business.

Employees must realize that although personal use of data plans may not result in additional charges, they do count toward the overall limits established under the service agreement. It is expected that the plan chosen will provide adequate coverage for all normal business needs and any overage or other charges realized by the employee for personal use shall be the responsibility of the employee.

Implementation

The supervising Dean shall complete a cellular/smart phone or data request form and determine the appropriate phone usage plan.

It is the responsibility of each Dean who requests a cellular/smart phone for an employee to inform them of this policy, and follow the appropriate procedures.

Date of Adoption: 5/26/15