

Cellular Phone Use Policy

Cellular phones are provided to some university employees for use as productivity and accessibility enhancement tools. Such provision is for the benefit of the university, allowing access to these individuals after hours, while away from the office, and while on travel status. It is burdensome to require these individuals to carry more than one telephone to achieve access to both family and business. Therefore, personal use that does not conflict with university use of cellular telephone devices is permitted. Such personal use should be limited in both occurrence and duration. Such use shall not be considered a perquisite or entitlement. It shall be the responsibility of each employee who has the privilege of using a cell phone in this manner to select a rate plan that most efficiently accomplishes the university business-use calling pattern.

Additional costs incurred by the university for personal, non-business related use of university-provided cell phones are to be reimbursed by the employee. Such reimbursement shall be made to the university on a regular basis (no less than semi-annually, or whenever accumulated personal expenses exceed \$25) and credited to the specific cost center to which the original expense was charged.

March 27, 2002