

CP 1.15.1

Employee Cell Phone Usage

Related Board of Trustee Policy: BP 1.15

Responsible Official *President*
Approvals *01/10/08*
Revision

Employee Cell Phone Usage Procedure

1. Senior Administrators, Deans, Director of Facility Maintenance, Security, and the Director of Basic Law Enforcement Training are key positions necessitating channels of communication be available at all times.
2. Cell phones are primarily for the purpose of being utilized for college business purposes, however, usage is allowable so long as the use does not incur additional expense to the college or the frequency of personal usage is not detrimental to employee performance.
3. A basic phone package is provided to key personnel. Special phones, accessories, extra features, text messaging are not provided and if desired are the responsibility of the employee. Any extra cost incurred by the college due to the above shall be reimbursed by the employee.
4. A monthly summary of calls made will be provided for review with each employee to identify personal calls that involve additional costs. Those calls involving additional charges that are deemed personal will require reimbursement by the employee.