

Rose-Hulman Institute of Technology

Cell Phone/Smartphone Policy

January 2009

Purpose:

To provide technology necessary to optimize work-related communications in a cost-effective manner.

Issuance of Cell Phones, Cellular Equipped Smartphones and Cell Phone Service:

- Issuance of Institute-owned cell phones or cellular equipped smartphones and their related cell phone service plans is permitted in limited instances in which use is essential in performing job duties. Examples of essential use may include: requirements to be on call, frequent or regular travel, frequent participation in conference calls off hours, etc. Unless circumstances are unusual, the overriding assumption of the Institute is that essential job duties can be performed utilizing land lines.
- A specific list of those positions that qualify for this Institute-provided technology is maintained by the Vice-President and CAO.
- Issuance of replacement cell phones, replacement cellular equipped smartphones or any changes in cell phone service must be approved by an employee's immediate supervisor and the appropriate Cabinet member before execution by Procurement Services.
- Assignment of new cell phones or cellular equipped PDA's to new positions must be approved by an employee's immediate supervisor, the appropriate Cabinet member, and the VP/CAO before execution by Procurement Services.
- Employees are responsible for notifying immediate supervisors if cell phone and cell phone service is no longer required to perform their essential duties.
- Reimbursement requests for employee-owned devices must be approved by the VP/CAO. Departments are not permitted to enter into any type of cell phone service plan agreement for their employees.

Ownership/Care:

- Cell phones and cellular equipped smartphones purchased by Institute funds are the property of the Institute and are to be returned if no longer required to perform essential duties or upon end of employment with the Institute.
- The custody and care of cell phones and cellular equipped smartphones issued to employees are the responsibility of employees.
- This equipment shall be returned during or before an employee's exit interview separating from employment.

Usage and Billing:

- Institute-owned cell phones are provided to selected employees for use in carrying out Institute-directed responsibilities. Use of cell phones for personal calls is discouraged, although it is understood that such usage may be necessary from time to time. Service Plan details, available devices, features and accessories available to Institute employees in positions assigned these devices are located on the following website:
<http://www.rose-hulman.edu/Users/groups/AdminSvcs/html/purchasing/Cell Phones.htm>
- Any items purchased by the Institute must be selected from these lists and purchased through Procurement Services.
- Any items, additional software or accessories, not provided at the time of original issuance is the responsibility of the employee's department.
- Issuance of a cell phone or cellular equipped PDA assumes that amount paid by the Institute for cell phone and service is paid to cover Institute-directed responsibilities. Other charges; text messages, directory assistance charges, or other service charges not included in the cellular service plan is the responsibility of the employee's department and charged back accordingly.
- Immediate supervisors will receive monthly electronic copies of all detailed billings associated with the equipment. Billing and related vendor correspondence will be managed by Procurement Services. Any excessive or unusual charges will be brought to the attention of the employee and his/her immediate supervisor for clarification and/or correction. All individuals are encouraged to limit the use of these devices for personal purposes. Immediate supervisors should scrutinize their billing carefully for incorrect or unclear information and report same to Procurement Services for resolution.
- The cost to replace a cell phone, cellular equipped smartphone or supply item will be the responsibility of the department. All requests to replace a device should be made to the employee's immediate supervisor. The immediate supervisor should contact Procurement Services to authorize the replacement.