

# **Rose-Hulman Institute of Technology**

## ***Cell Phone/PDA Policy***

***DRAFT 12-05***

***Revised 11-2006***

### **Purpose:**

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

### **Issuance of Cell Phones, Cellular Equipped PDA's and Cell Phone Service:**

- Issuance of Institute-owned cell phones or cellular equipped PDA's (Blackberry's) 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 PDA's 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 essential duties.

### **Ownership/Care:**

- Cell phones and cellular equipped PDA's 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 PDA's 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. Plans, devices, features and accessories available to Institute employees in positions assigned these devices are located on the xxxxxxxxxxxx website. Any items purchased by the Institute must be selected from these lists and purchased through Procurement Services.

- 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 incurred by employee as a result of personal calls shall be the responsibility of the employee.
- Individual custodians of these devices and their 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 individual custodians are encouraged to scrutinize these billings carefully for incorrect or unclear information and report same to Procurement Services for resolution.

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