

1. Purpose:

The purpose of this document is to set Coppin State University policy pertaining to the acquisition, assignment, and use of cellular telephones for university business purposes.

2. Assignment of Cellular Telephones:

Cellular telephones shall be assigned for business needs only. An employee with a business need is defined as one whose job function requires out of office and/or off-campus mobile communications or one whose job function efficiency can be significantly increased by the use of cellular telephone service. Typically, employees with a business need include those who are mobile and need to maintain communications for university business purposes, those whose job responsibility goes beyond their on-campus working hours(on call), and any employee that requires a means of mobile communication in order to more efficiently perform their job function.

3. Procedures for Approving Requests for Cellular Telephones:

Divisions must establish criteria and procedures for approving cellular telephone service. These procedures must comply with the Coppin Cellular Telephone Policy. Divisions shall assign an appropriate cellular calling plan with sufficient monthly minutes and features to satisfy the business needs of the employee requiring cellular telephone service (Business Plan). The university's telecommunications coordinator, in the Office of Information Technology, will coordinate the acquisition of equipment, services, and maintenance for cellular services.

4. Use of Cellular Telephones:

Cellular telephones provided by the university are to be used primarily for university business. It is expected that employees may need to make personal calls on university cell phones. If personal use accrues additional monthly charges beyond those monthly charges for the cellular calling plan deemed appropriate by the division, the employee is responsible for the reimbursement of those charges. In cases where the division has deemed it mandatory for the employee to be issued a cell phone, the employee, at the discretion of the division, may be given the option to move to a cellular plan with an increased number of monthly minutes that can be used for personal use (Personal Use Plan). The cost difference between the Business Plan and the Personal Use Plan must be reimbursed to the university by the employee.

5. Institutional Responsibilities:

The university is responsible for assuring that the divisions are aware of the provisions of this policy and that compliance by all employees is expected. In addition, the university is

responsible for ensuring that the divisions maintain an accurate inventory of cellular telephones and services.

6. Divisional Responsibilities:

It is the division's responsibility to; maintain an inventory of all cellular phones and services acquired for divisional use, encumber sufficient funds necessary to cover the yearly costs of cellular services, review monthly cellular invoices to assure accuracy of the billing and to identify abuse and/or personal use requiring employee reimbursement, and authorize payment of monthly invoices. Also, it is the division's responsibility to assure compliance with the Coppin State University Cellular Telephone Policy by all divisional cellular service users.

7. Employee Responsibilities:

University employees have an obligation to; use their cellular telephones and services in a responsible, informed, and safe manner, conforming to telephone etiquette, safety practices, and all applicable laws and regulations, avoid making "operator assisted" calls or any calls that accrue additional charges, reimburse the university for all additional charges accrued due to personal use, and comply with the Coppin State University Cellular Telephone Policy.

8. Safety Considerations:

Employees should use the necessary precautions while driving a vehicle and using a cellular telephone, and to move their vehicles from the traveled portion of the roadway when using cellular telephones, whenever practicable.

9. REVISIONS

This policy may be amended or revised periodically as the need arises.