



<b>Policy:</b> Cellular Devices	<b>Policy Number:</b> I-7.6
<b>Policy Owner(s):</b> Human Resources	<b>Original Date:</b> 9/8/2017
<b>Last Revised Date:</b> 10/18/2017	<b>Approved Date:</b> 10/23/2017

I. **POLICY:** John Carroll University (“the University”) employees whose job duties include a frequent, critical and legitimate need for a phone for Legitimate University Business Purposes may request to be provided with a University-supplied Cellular Device. The University does not permit University-supplied Cellular Devices to be used for personal use, and does not provide compensation, in the form of a taxable allowance, to cover business-related costs for Cellular Devices.

II. **PURPOSE:** This policy establishes procedures for the authorization, distribution and use of University-provided Cellular Devices to employees who demonstrate a critical and frequent need for a Cellular Device based on a Legitimate University Business Purpose.

III. **SCOPE:** All John Carroll University employees.

IV. **DEFINITIONS:**

**Cellular Devices:** For purposes of this policy, Cellular Devices are defined as cellular phones, including integrated cell phone and email devices (i.e. smartphones or a personal digital assistant (PDA)).

**Legitimate University Business Purpose:** Use of a Cellular Device for University work when the employee is away from the office for an extended period of time and communication is critical for a business issue that cannot wait until the employee returns to the office.

V. **GUIDELINES:**

- A. Employees who demonstrate a critical and frequent need for a Cellular Device for Legitimate University Business Purposes may request authorization to have access to a University-supplied Cellular Device.
  - 1. University-supplied Cellular Devices may only be used for a Legitimate University Business Purpose. Any personal use of a

University-supplied Cellular Device is prohibited and may result in corrective action.

2. Factors that will be considered in determining whether an employee (or University department) is eligible to receive a University-supplied Cellular Device for Legitimate University Business Purposes may include the following:
    - a. Safety requirements mandating that the employee (or department) has access to a Cellular Device as an integral part of performing their job duties. Examples of such safety requirements include cellular use by JCU Police Department; work-related disaster or emergency situations; or response to urgent student safety issues.
    - b. Employees who conduct the vast majority of their work in the field (outside of their office), and such work requires access to a Cellular Device. An example might include maintenance personnel who are not assigned to a regular office, and who use a cell phone to access the University's work-order and other information systems.
    - c. Employees who are required to be on-call (24/7) and are required to frequently respond to calls or inquiries during non-regular business hours. An example might include Area Coordinators responsible for student residence halls.
    - d. Legal requirements and/or risk management considerations requiring continuous access to a University-provided cell phone, in light of the critical and necessary nature of the use.
  3. Employees (or University departments) who meet the above criteria AND require a separate phone only for Legitimate University Business Purposes must complete an Application for University-Supplied Cell Phone with approval by the Vice President responsible for their area, and submit such Application to the Executive Vice President and Chief Financial Officer for review, approval and processing.
- B. The University will continue to maintain a small inventory of Cellular Devices available to individual departments to meet the one-time and occasional need of the campus community. Examples of University-supplied Cellular Devices available to individual departments to meet the one-time and occasional need of the campus community include:
1. Air Cards or cell phones for general departmental use, and not assigned to a particular employee;
  2. Cell phones for on-call staff (e.g. IT technicians , Residence Life staff and Bus Drivers);
  3. Immersion trip staff (including globally enabled phones);

- C. Departments will use the same process and application form as detailed above for individual departments to request a University-supplied cell phone or air card in these instances.
- D. Cellular Device use on a University-supplied device must comply with all other applicable University policies, including the IT Resources Policy.
- E. Use of the Cellular Device in any manner contrary to local, state, or federal laws will constitute misuse, and may result in immediate termination of the provision of Cellular Device/services under this policy, as well as possible corrective action.
- F. Transition Period.
  - 1. This policy is effective as of December 31, 2017. Prior to December 31, 2017, the University will continue to maintain existing University-supplied Cellular Devices under its current practices.
  - 2. As of the effective date of this policy, the University will not provide any new Cellular Devices to newly hired employees unless approved via the University-Supplied Cell Phone Application Form provided in this Policy.
  - 3. As of January 1, 2018, the University will discontinue the practice of providing Cellular Devices to employees for any personal use, and will end its current practice of providing monthly Cellular Device cost allowances through Payroll.
  - 4. The University will establish a protocol for employees who have a University-supplied phone to request to retain their number personally.

**VI. CROSS REFERENCE:**

Corrective Action

IT Resources

**VII. ATTACHMENT:**

[University-Supplied Cell Phone Application Form](#)