

CLOVER PARK TECHNICAL COLLEGE

CHAPTER	SECTION	TITLE	HISTORY		
3	24P	MOBILE DEVICES	Adopted 2012	Campus Forum 2022	Reviewed 2022
			Revised 2022		Next review 2025

PROCEDURE

The need for a cell phone is determined by the nature of each employee’s job functions. In order to ensure that the appropriate employees have a cell phone, the following general test is applied to each individual situation:

- Employee’s job requires off campus work or travel where landline phones are inaccessible or inefficient;
- Employee’s job requires immediate or on-call availability;
- Employee needs a device for work-related safety, security, or other emergency reasons; or
- Employee’s job requires real-time communication, including email.

If any of the above four tests are met and the employee wouldn’t otherwise have a cell phone or does not want to use their personal phone for college business, the college will provide either a stipend to purchase a cell phone plan or a college phone. In general, the stipend and cell phone provided are not intended to carry data plans; they are for voice and text communications only.

Requesting a Stipend or Cell Phone

The employee must complete the College-Provided Cell Phone or Service Plan Allowance Request Form, which must be signed by their supervisor and applicable Executive Team member. The form is then submitted to the Vice President for Finance and Administration, or the President in their absence, for final approval.

Vice Presidents are expected to review their division annually for cell phone expenses to ensure that each individual’s employment situation hasn’t changed since the stipend or phone was approved. When an employee no longer meets the criteria for having a stipend or phone, the stipend will be discontinued or the college provided phone returned. Monthly usage should be regularly reviewed by individuals with the appropriate budget authority.

Requirements of Stipend and Cell Phone Holders

Each employee who is paid a stipend or who is provided a cell phone must:

- Demonstrate the business need of a phone in performing their duties,

- Include the cell phone number in internal college directories and on the employee’s business card,
- Agree to keep the cell phone turned on and in their possession in order to receive calls,
- Agree to make their phone available for public records requests for numbers called and text messages sent and received,
- If provided with a phone, to protect it from damage and immediately report any damage to their supervisor and to the Finance Department,
- Allow phone to be equipped with MDM (Mobile Device Management) software,
- Protect confidential data, records and customer information, and
- Receive training at least every three (3) years on this mobile device policy, public records policy, records management policy, security measures, ethics law, and notification of phone or data loss related to mobile device use.

Requirements of Employees Using a Personal Cell Phone for College Business Absent a Stipend

Each employee who uses a personal mobile device, even without receiving a stipend, must:

- Agree to make their phone available for public records requests for numbers called and text messages sent and received in relation to college business,
- Allow phone to be equipped with MDM (Mobile Device Management) software,
- Protect confidential college data, records and customer information, and
- Receive training at least every three (3) years on this mobile device policy, public records policy, records management policy, security measures, and notification of phone or data loss related to college business.

CPTC drivers must observe the requirements of applicable laws and ordinances regarding the use of cell phones while driving.

APPROVAL:	
By: <u><i>Lisa R Beach</i></u>	Date: <u>07/27/2022</u>
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