

## **INSTITUTIONAL DIRECTIVE 2-11**

**November 17, 2008**

### **Title: Use of Personal and State Owned Cellular Telephones**

#### **I. Purpose**

The intent of this Directive is to outline the use of personal cell phones at work, the personal use of business cell phones and the safe use of cell phones by employees. Failure to follow the guidance provided may result in disciplinary action.

#### **II. Policy**

The following policy is observed:

- A. Personal Cellular Phones. The college has implemented an electronic notification system to alert personnel of dangerous activity or events on the campus. Employees are authorized to carry their personal cell phone to receive this communication. Employees must provide their cell phone number, including any changes to that number and agree to accept this communication.

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of college telephones. Personal calls during the work hours, regardless of the phone used can interfere with employee productivity, safety and be distracting to others. Employees are directed to make personal calls during breaks and lunch period and to ensure that friends and family members are aware of the college's policy. The college will not be liable for the loss of personal cellular phones brought into the workplace. Employees are not authorized to use personnel cell phones in place of college provided communication devices.

- B. Personal Use of College-Provided communication devices. Where job or business needs demand immediate access to an employee the college may issue a business cell phone, beeper and/or two-way radio for work-related communications. In order to protect the employee from incurring a tax liability for the personal use of equipment, such equipment is to be used for business reasons only. Communication logs may be audited regularly to ensure no unauthorized use has occurred. If an employee experiences a personal emergency that results in the need to use the college's cellular phone, he or she is required to report this to their supervisor. Failure to report such use may result in disciplinary action. Employees in possession of college equipment such as cellular phones, beepers and radios are expected to protect the equipment from loss, damage or theft. Upon resignation, termination of employment, or at any time upon request, the employee may be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within the time period requested (i.e. 24 hours) will be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

**Office of Responsibility: President**

- C. Safety Issues for Cellular Phone Use. Employees whose job responsibilities include driving or equipment operation are expected to refrain from using their phone/communication device while driving or operating equipment. Safety must come before all other concerns. Regardless of the circumstances, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle or to shut down the equipment before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic; inclement weather or the employee is driving in an unfamiliar area. In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment may be provided to facilitate the provisions of this policy. Under no circumstances are employees required to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

### **III. Enforcement**

The college reserves the right to monitor the volume of state owned cellular telephone traffic to ensure user adherence to this policy. Access to cellular telephones owned by Piedmont Technical College impose certain responsibilities and obligations on users and is subject to state government policies, local, state, and federal laws. Violators will be required to confer with their immediate supervisors who will take action as deemed necessary.

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