



CELL PHONE POLICY

CODE:	D.007
CATEGORY:	FINANCE AND ADMINISTRATION
RESPONSIBILITY:	ASSISTANT DIRECTOR OF EDUCATION
APPROVAL:	BOARD OF TRUSTEES
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INTRODUCTION

The Board recognizes that certain job functions require that an employee be accessible when away from the office or during times outside scheduled working hours. For this reason, the Board will provide cell phone to select employees.

PURPOSE

The purpose of this policy is to control the use and cost of cell phones by individuals that are provided cell phones for business use. The policy outlines criteria for the assignment of cell phone, guidelines for the selection of cell phone plans and employee reimbursement for personal calls.

SCOPE

This policy and the procedures associated with it apply to all administrative and support staff and relate to all individuals that have possession of cell phones issued by Mamu Tshishkutamashutau.

POLICY

Criteria for Assignment of Cell Phones

1. MTIE cell phones may be assigned to employees provided at least one of the following two criteria is met. Simple convenience is not a criterion for cell phone need. It is the responsibility of the Assistant Director of Finance & Administration and the Director of Education to make the above determination as to whether a Board cell phone is warranted and the type of cell phone plan that is required.
 - a. The job function of the employee requires considerable time outside of their assigned office or work area and it is important to the University that they are accessible during those times.
 - b. The job function of the employee requires them to be accessible outside of scheduled or normal working hours.

Guidelines of Cell Plans

2. All Board provided cell phones are to be acquired through the Board Administration Office.
3. When receiving a MTIE cell phone, the employee and approving party (supervisor) is required to sign a “statement of receipt and responsibility for Mamu Tshishkutamashutau cell phone” (see the end of this policy).
4. The Board recognizes that cell phone needs will vary by employee, therefore the Director or designate will approve the plan that best meets the employee’s needs at the most economical price to the Board.
5. The chosen plan will be monitored and adjusted as appropriate should needs change and also to ensure the Board is participating in the most efficient plan (i.e. not paying for too many unused minutes or excessive personal minutes).
6. Any such changes must be approved by the Assistant Director of Education (Finance & Administration).

Reimbursement for Personal Calls

7. Board provided cell phones are intended to be used for official Mamu Tshishkutamashutau business. It is recognized, however, that it is impractical to limit the use of Board cell phones to 100% business use. For example, employees cannot always control incoming phone calls, the determination of whether a specific call is business-related or personal can be open to interpretation based upon specific facts and circumstances, and most calling plans also provide for free or unlimited calls during specific times of the day or week. Therefore, personal use is not prohibited, but the Board expects employees to exercise prudent judgment in keeping personal calls to a minimum.
8. Because personal use is inevitable in most cases, and is not always practical to reimburse on a call by call basis, the Board will require that any employee with a MTIE cell phone reimburse to the Board 50% (one half) of all charges in excess of the standard plan amount each month to reflect all personal use for that month.
9. If an employee feels that a more reasonable reflection of personal use in a given month is to calculate personal usage by the minute, then an employee may add up all minutes used for personal calls each month and multiply that sum by the average minute charge for all calls that month. The average minute charge for all calls is calculated by taking the total monthly bill and dividing it by the number of total minutes used for the month (business and personal).
10. Reimbursement should occur no less than once every three months utilizing either cash or money order. For all months that an employee does not exceed the standard monthly plan amount, there

is no reimbursement due to the Board. *For this reason it is imperative that the Assistant Director of Education (Finance & Administration) review the appropriateness of each cell plan on a regular basis to ensure that the majority of minutes utilized for a given plan are business and that personal minutes within a plan are primarily incidental.*

RELATED POLICIES

Signing Authority Policy