

# Panola College Cellular Phone Policy

## PURPOSE

Panola College understands that due to the nature of job responsibilities of certain employees, it is necessary to have a cellular phone policy which covers the qualifications and requirements centered around said policy and which also allows employees to utilize their personally owned devices for business dictated purposes when necessary.

### 1. Eligibility

All approvals shall be based upon the following screening criteria concerning the protection of life and property or a demonstrated requirement to improve efficiency and effectiveness, and a lack of a suitable communications alternative.

**Protection of life and property**--the job duties of the individual require the performance of duties that could impact the protection of life and property. These duties may be impeded without immediate access (inbound and/or outbound) to the public telephone network regardless of time of day or location of the employee.

- **Law enforcement**--the daily job duties of the individual require the performance of law enforcement activities, and these activities may expose the individual or the general public to harm or danger.
- **Personal safety**--the daily job duties of the individual require the performance of activities that may expose the individual or clients to harm or danger.
- **Public welfare**--the daily job duties of the individual require the performance of duties that may directly impact the safety, health, and welfare of the general public.

**Improved efficiency and effectiveness**--the job duties of the individual require immediate access (inbound and/or outbound) to the public telephone network for recall, consultation, and/or decision making. Lack of instantaneous communications could have significant effect on the operational efficiency of the agency or significant impact on the economic or political welfare of the state.

- **On call**--duties require that the individual be immediately accessible after normal work hours regardless of location.
- **Mobile or in transit**--duties require that the individual be mobile or in transit a large percentage of the business day yet immediately accessible.

**Lack of suitable communications alternatives**--no other suitable communications alternatives (one-way or interactive pagers, two-way radio, or standard telephone service) are available due to the location or environmental conditions of the workplace.

## **2. Criteria**

### **Employee Owned Cell Phone – College Allowance**

It shall be the position of Panola College that all requests for allowances of cellular phone billings be authorized by the appropriate Vice President before seeking approval of the President. The monthly allowance will have a flat rate of \$60 per month—there must be budget in place to support this allowance. Utilization shall be in compliance with the guidelines and procedures established in the policy including:

- A. Negotiate and manage a personal cell phone contract. Each employee is free to select the service provider, plan, and features of his/her choice that meet the job responsibilities as determined by the employee's supervisor.
- B. Establish self as the billing party and assume all charges associated with the cellular service and device including lost, damaged, or stolen equipment and accessories.
- C. Ensure the carrier selected has service in required usage areas, such as at the workplace and/or at home as required by the business center.
- D. Provide personal cell phone number to the Office of Human Resources as well as the employee's department for listing on all applicable directories.
- E. Obtain technical support as needed from your service provider.
- F. Notify supervisor and/or Human Resources immediately if service is cancelled, the phone number changes, or if there are other significant changes which may impact the employee's ability to perform the duties for which a stipend is being paid.
- G. Provide proof of cell phone billing upon request from the business office for auditing purposes.

Payment of the Allowance will be directed through payroll on a monthly basis (annual allowance/12 months). Set-up will be taxable event handled through payroll. If this option is not available, the payment of the Allowance will be handled through Accounts Payable.