



**Administrative Policies and Procedures**

<b>Procedure Number</b>	<b>Subject</b>	<b>Effective Date</b>	<b>Revised Date</b>
BU-1.1.19	Cell Phones & Other Personal Electronic Devices	02/12/2008	

**I. Purpose**

It is the responsibility of Bainbridge College and each of its budgetary units to implement procedures to effectively use communication services and equipment at the lowest possible cost. With the rapid growth in wireless communication devices (WCDs), the President and Vice Presidents are authorized to approve the acquisition of wireless communication devices and services. WCDs for purposes of this policy include, but are not limited to: cellular or PCS phones, Blackberry, personal digital assistants with connectivity, two-way radios (traditional and trunked technologies), and pagers. By contrast, cordless telephones, headsets and other devices not subject to incremental usage charges are not included.

**II. Policy**

A college-assigned WCD and service may be an appropriate resource to conduct college business when it is demonstrated an employee cannot perform his/her duties without a WCD or that improved performance ensuing from ECD service will justify the investment.

**III. Criteria for Determining Need**

Where communication needs cannot be met with other available alternatives such as a paging device, a radio, or standard telephone equipment, a department may request WCD service for an employee. Examples of conditions under which WCD service may be requested include the following:

- A WCD is required to directly enhance an employee's job responsibility of protecting the physical safety of the general public.
- A WCD is required for an employee to respond better to environmental emergencies.
- A WCD is required for additional protection for the employee in potentially hazardous working conditions.
- An employee cannot adequately meet communication needs with other available alternatives such as a paging device or a radio.



- A WCD is required for on-call personnel to respond to critical system failures or service disruptions.
- A WCD is determined to be the most appropriate means of responding to campus emergencies or to achieve business efficiencies. This may include employees who travel frequently and need to stay in contact with the office or with College business contacts and employees who need to remain mobile within multiple buildings/campuses where two-way communication is required.
- Cost savings are realized when an employee combines or eliminates landline and/or other telecommunication services (i.e.: pages).

#### IV. Personal Usage

WCDs assigned to college staff/faculty members are **primarily for official business use**. While incidental personal use is reasonable in order to prevent the employee from carrying two devices, this use should not result in additional charges to the College. It is a violation of this policy to use any institutional source funds (i.e.: state funds or funds from a private, cooperative organization such as Bainbridge College Foundation) to purchase a WCD for a personal purpose or to use an institutional source of funds to pay for service fees for personal use. Any charges identified with a personal use shall be the personal responsibility of the individual incurring those charges and the individual employee is to notify their department head or supervisor and reimburse the college for those calls that create additional charges (i.e.: roaming, long distance, directory assistance, airtime charges). Reimbursement to Bainbridge College for any WCDs for personal use must be deposited with the Business Office by the department, along with a copy of the annotated bill noting the personal call and cost within thirty (30) days of the bill date.

#### V. Reimbursement for Business Use of Privately-Owned WCDs

The President or Vice-Presidents may authorize employees to receive reimbursement for business-related calls made from privately-owned WCDs. The acceptable method of reimbursement is to use a formula to determine the per unit of usage charge for calculating the reimbursement rate for business-related communications. Business-related communications made using minutes or measured service within a user's pre-paid service plan shall not be reimbursed. Business related communications made using minutes or measured services in excess of the pre-paid service plan are reimbursable.

- When a business-related communication occurs over and above the pre-paid service plan's limit, Bainbridge College will reimburse



at the actually accrued per minute charge billed by the service provider. Bainbridge College will reimburse for roaming, long distance, or other applicable charges for business-related purposes.

- Employees may be reimbursed for personal calls made using minutes or measured service in excess of the pre-paid plan but only to the extent required to offset business-related communication minutes or measured service within a user's pre-paid service plan.

The user must accumulate \$10.00 in reimbursable charges within a ninety-day period before requesting reimbursement.

A purchase requisition with the documented calls highlighted must be approved and submitted to accounts payable for reimbursement. Employees are hereby on notice that such documents are subject to disclosure under the Georgia Open Records Act.

Additionally, it may make economic and business sense to pay a differential price to boost an employee's current airtime package on their personal phone by an amount sufficient to cover the addition of business calls. If the President or Vice President for Business Affairs determines that this approach is in the best interest of the college, he/she should document the rationale for the decision, keep documentation on file, and review annually to ensure that the agreement is still appropriate. The employee shall keep a copy of all monthly usage bills for the current review period to assist with the annual review and service renewal.

## **VI. Ordering and Payment Administration**

The Purchasing Department must make arrangements for all contracts and service agreements for WCDs.

The requesting department should submit an approved requisition with a memo documenting the requisite criteria justification to its Vice President or President. After approval, the requisition will be forwarded to purchasing.

For all WCDs issued for positions meeting the requisite criteria, the Purchasing Department will procure WCD services via negotiated agreements available to Bainbridge College employees. In special circumstances, Purchasing may utilize other agreements obtained from any carrier who best meets the needs of the College. The Purchasing Department will ensure that equipment is standardized in as much as possible for all employees and will coordinate services for all employees.



Managers of employees using college-owned WCDs are to initially determine the business needs and in cooperation with Purchasing select an appropriate airtime package that meets these needs. Additionally, departmental managers will review all call activity on a monthly basis to ensure that the appropriate airtime bundle (minutes per month) has been selected and that no additional charges were incurred due to personal calls. If a manager identifies any personal calls which create additional charges and which have not been reported by the affected employee, the department will collect the cost of such call(s) from the employee and take any appropriate disciplinary action.

After review, the monthly billing statement must be approved and signed by someone administratively senior to the user, or someone designated by the appropriate Vice President.

Expenditures for cellular telecommunications should be charged to the requesting department, account 771300.

## **VII. Inventory Control**

Each budgetary unit will maintain an inventory listing of WCDs which will contain each individual device type, the service provider for such device, and the assignee (individual user or most granular organizational unit in the case of shared/pooled devices). Such listing must be kept current and a copy provided to Purchasing and to the Business Office.

If an employee who has a College cell phone leaves a department (transfer or termination), that department must reclaim the device for reissue or turn-in as surplus property.

The department is responsible for turning in all surplus wireless communication devices to Purchasing.

In the event a WCD is lost or stolen, it must be reported immediately to the service provider, Purchasing, the Business Office and the departmental manager. Failure to do so could make the employee personally liable for payment of all calls made against the lost or stolen cellular telephone. Employees may also be held personally responsible for any charges to replace WCDs that are lost or stolen. If the WCD is damaged, it should be reported to the department manager.

## **VII. Right to Monitor Communication and Right to Privacy**

Bainbridge College reserves the right to investigate, retrieve, and read any communication or data composed, transmitted, or received through voice



services, online connections, and/or stored on its services and/or property without further notice to employees, to the maximum extent permissible by law. Express notice to employees is hereby given that there is no right to privacy for any use of the College's telecommunications equipment or services.