

University Cell Phone Policy

The University 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 University will provide cell phones to select employees.

Criteria for Assignment of Cell Phones

University cell phones may be assigned to employees provided at least one of the following two criteria are met.

- 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 to email and text as well as calls outside of scheduled or normal working hours.

Simple convenience is not a criterion for cell phone need. It is the responsibility of the vice president, dean, director, or department chair to make the above determination as to whether a university cell phone is warranted and the type of cell phone plan that is required (see "Cell Plans"). If the employee in question is at a job level commensurate with a dean, director, or department chair, then their immediate supervisor or president shall make the determination.

General Use of Cell Phones

- a. University provided cell phones are intended to be used for official university business.
- b. It is recognized, however, that it is impractical to limit the use of university 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.
- c. Therefore, personal use is not prohibited, but the University expects employees to exercise prudent judgment in keeping personal calls to a minimum.
- d. Because personal use is inevitable in most cases, and it is not always practical to reimburse on a call by call basis
- e. If additional costs are incurred by the University for non-business use of university-provided cell phones that use may be required to be reimbursed by the employee. The University's current plan does not create an additional charge unless the University campus-wide shared totals are exceeded. If the University determines that an employee is not exercising care in limiting personal use (call, emails and texting), they may be subject to a loss of phone privileges and/or be required to reimburse the University.
- f. All calls, emails and texts initiated on a University phone are subject to the Freedom of Information Act requirements of the State of Arkansas
- g. State laws and the University's policy limit the use of cell phones while driving. Texting and e-mailing while driving are prohibited and the use of cell phones, even with a hands-free device is discouraged.

August 2013