

Policy Number: 02.048

Policy Title: Personal and College-Provided Portable Communication Devices (PCD)

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

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Personal and College-Provided Portable Communication Devices (PCD)

The issuance of a college owned PCD will be rare and only approved by the Chief Financial Officer. Normal practice would be employees using personal PCD's that includes business use, would be reimbursed at the rate currently set at \$60.00 per month. Reimbursements will be charged to the budget of the department where the employee is employed. Reimbursement of PCD will be approved in advance by the employee's Supervisor. Monthly check requests submitted for review will be signed by Supervisor. Any damages incurred to PCD's will be the responsibility of the individual employee.

As current contracts on college owned PCD's expire; and/or college owned PCD's are damaged or outdated, Supervisors will need to review the necessity of employee to keep college owned PCD vs. using their own PCD.

If an employee is required to be reachable 24/7; it is the general understanding they will be reimbursed for their PCD or continue with a college owned PCD.

If an employee loses or damages their College owned phone, it will be the employee's responsibility to pay for repairs or a replacement. If an employee uses their own personal PCD and damages or loses their phone, it will be the employee's responsibility to repair or replace the device.

.College-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to review, retrieval and monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to access, review and monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes as stated above. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to review and monitoring if sent through the College's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a College-provided or personal device, employees must comply with applicable College guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles.

Employees should refrain from using camera phones to take pictures in restrooms and locker rooms to protect the privacy of individuals.

If an employee who uses a personal PCD for business resigns or is terminated, the employee may be required to submit the device to the IT department for resetting on or before his or her last day of work. At that time, the IT department may reset and remove all information from the device, including but not limited to, College information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of College information. This is the only way currently possible to ensure that all College information is removed from the device at the time of termination. The removal of College information is crucial to ensure compliance with the College's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a College-issued device, the College's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on College business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees should choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.