

# AKS UNIVERSITY CELL PHONE USAGE POLICY

This document sets forth AKS University policies about cell phone usage and applies to all University employees. For purposes of this policy, the term “cell phone” is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection (including, but not limited to, cellular telephones, digital wireless phones, radio-phones/walkie-talkies, telephone pagers, PDAs (personal digital assistants with wireless communications capabilities), or RIM (“research in motion”) wireless devices). The University reserves the right to modify or update these policies at any time.

## 1. Use of Cell Phones or Similar Devices.

- (a) General Use at Work. While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with University phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should restrict personal calls during work time, and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas. Other personal calls should be made during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy. The University is not liable for the loss of personal cell phones brought into the workplace.

To ensure the effectiveness of meetings, employees are asked to leave all cell phones at their desk. On the unusual occasion of an emergency or anticipated emergency that requires immediate attention, the cell phone may be carried to the meeting on vibrate mode.

- (b) Unsafe Work Situations. The University prohibits the use of cell phones or similar devices while at any work site at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment. Such work sites must be secured or the device used only by an employee who is out of harm’s way at such work environments.
- (c) Use While Driving. The University prohibits employee use of cell phones or similar devices for University-related purposes while driving. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to e-mail, checking for phone messages, or any other purpose related to University employment, the University, its customers, vendors, volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the University, or any other University-related activities not named herein. Employees may not use cell phones or similar devices to receive or place calls, text message, surf the Internet, check phone messages, or receive or respond to e-mail while driving if they are in any way performing activities related to their employment. Employees must stop their vehicles in safe locations in order to use cell phones or similar devices.

## 2. Personal Use of University-Owned Cell Phones.

The University may issue business cell phones to employees for work-related communications. To protect the employee from incurring tax liabilities for the personal use of such equipment, these University-issued phones are to be used for business purposes only. Employees in possession of University equipment (including cell phones) are expected to protect the equipment from loss, damage, or theft. On resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection. Any employee

unable to present the phone in good working condition within a reasonable time period may be expected to purchase a replacement. Employees who leave the University with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

### **3. University-Owned and Supplied Devices or Vehicles.**

An employee who uses a University-supplied device or a University-supplied vehicle is prohibited from using a cell phone or similar device while driving, whether the phone call is personal or University-related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to e-mail, checking for phone messages, or any other purpose related to your employment, the University, its customers, its vendors, volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the University, or any other University or personal activities not named here while driving. Use of University-owned vehicles or devices for personal business is discouraged.

### **4. No Use of Camera Phones.**

The use of the electronic imaging function of cell phones is strictly prohibited on University premises. Transmission of any University information, logos, data, and/or photos of the premises or of any employees, contractors, subcontractors, or visitors is strictly forbidden.

Employees may not take photographs and video, whether by camera phone or any other device, in “private” areas, including restrooms and locker rooms. Employees who violate this policy will be subject to disciplinary actions, which may include deletion of the photos and confiscation of the camera, termination of employment, or legal action.

### **5. Review of Monthly Charges.**

The University may monitor employees’ cell phone, pager, and PDA usage on University-issued devices. Signs of potential misuse will be brought to the attention of the employee’s manager, who will determine if reimbursement or other action is required.

### **6. Special Responsibilities of Managerial Staff.**

Management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Managers should monitor employees to ensure that the presence of cell phones in the work place provides optimum benefits in managing expenses for long distance telephone usage. Managers should be knowledgeable about the University’s cell plan/package in order to leverage the best use. For example, if there is a choice or an opportunity for savings, a land-based phone should be used for a local call instead of a cell phone. Managers should also address proper cell-phone etiquette with their employees. Managers should immediately implement pre-approved disciplinary measures for employees who violate safety procedures in the operation of cell phones.

**EMPLOYEE ACKNOWLEDGMENT  
CELL PHONE USAGE POLICY**

I acknowledge that I have read and will abide by the University's policy regarding cell phone usage. In particular, I understand:

1. That the equipment that has been issued to me is for business use only, and that I may be required to reimburse the University for all personal and non-business charges or fees;
2. That before the end of my employment with the University, I will be required to return all University-issued equipment and accessories before I will receive my final paycheck;
3. That I am responsible for any damage, abuse, neglect, loss, or theft of any University equipment that has been issued to me while it is in my care;
4. That the University has authorization to monitor my University-issued cell phone usage;
5. That the University may monitor my University-issued cell phone usage on a routine and/or special case basis;
6. That the University may elect not to monitor and may not strictly enforce its cell phone policy, but that any such election or determination not to enforce the policy strictly will not be construed as a waiver of the University's right to enforce its policy in any particular situation;
7. That the use of a cell phone while driving is illegal in some places and should be avoided as a general rule even when a hands-free feature is available;
8. That I should:
  - avoid using a cell phone (whether to place or take a call, or to check e-mail) while operating a vehicle, especially in bad weather, unfamiliar areas, or heavy traffic.
  - place calls from a stopped vehicle if possible.
  - use a proper hands-free device (microphone and external speaker or earphone) when I am obligated to use a cell phone while driving.
  - be aware of local regulations governing cell phone usage while driving.
9. That this signed form will be placed in my personnel file, and that any violation by me of the University's cell phone usage policy may result in a loss of access, disciplinary action (including termination), or other legal action.

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Allotted Cell no:

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Employee's Code, Name and Signature

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Date