



## POLICY

Title:	Cell Phone Use
Effective Date:	November 23, 2015
Approved By:	President's Council
Responsible Party:	Chief Information Officer
History:	March 3, 2011
Related Documents:	

### I. Purpose:

Salus University is committed to providing staff with the appropriate technology tools to perform their professional responsibilities. To that end, Salus has provided cell phones to select employees for use in effective and timely communication. Furthermore, Salus is also committed to a safe work environment for its employees and others. In keeping with this objective, Salus University has developed this policy regarding proper use of cell phones applicable to all employees.

### II. Definitions:

**University Cell Phone:** Defined as the university provided standard device for voice and/or data communication. Any version level would apply.

**Personal Cell Phone:** Defined as the employee's personal cell phone (not provided by the University).

### III. Policy:

#### A. Personal Cell Phone

- While at work, employees are expected to exercise discretion in using cell phones for personal use.
- Employees are encouraged to limit personal calls to non-work hours (break or lunch) or family emergencies.
- Personal cell phones are not to be visible on employee desks.
- Employees may request authorization from supervisors to use personal cell phones during the workday for emergency or reasonable purposes. Supervisors will grant reasonable requests of this nature.
- Salus University is not responsible for the loss of personal cell phones.

#### B. University provided Cell Phones

- Employees whose job duties necessitate immediate access will be provided with a university cell phone for work related communication.

- Cell phones issued by the University are to be used primarily for university business.
- Employees in possession of a university provided phone are expected to protect the equipment from loss, theft, and damage.
- University issued cell phones may not be used for threatening or other illegal activity.
- All employees are expected to follow applicable state and federal regulations regarding the use of university provided cell phones.
- University issued cell phones will be returned to the University when an employee resigns, retires, or is terminated.
- Employees whose job responsibilities include regular or occasional driving are expected to refrain from using a phone while driving. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull to the side of the road before placing or accepting a call with a University issued phone. The only exception would be the use of a Bluetooth – hands free device engineered in the vehicle for accepting calls.
- Employees who incur traffic violations resulting from the use of a University issued cell phone are solely responsible for all liabilities that result from such actions, including disciplinary measures resulting from a violation of this policy.
- If an employee transferred their previously private number to the university account the employee may keep the number at the end of their employment with the University.

### **C. Video and Audio Recording**

- The use of cell phone capture of video and audio recordings within the University may constitute an invasion of privacy or breach of confidentiality of protected information. As a result, video and audio recording would be prohibited without the expressed prior permission of senior management and of the person(s) present at the time.