

## **MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT**

### **AP 6450 Wireless or Cellular Telephone Use**

#### **References:**

Vehicle Code Sections 12810.3, 23123, and 23124;  
Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280F(d)(4)

#### **WIRELESS / CELLULAR PHONE ACCEPTABLE USE POLICY**

The purpose of this policy is to establish a District policy regarding the procurement, use and possession of District provided cellular phones; to ensure the use of cellular phones for District business is authorized and monitored; and to ensure the District is reimbursed for occasional incidental or emergency personal use. References to cellular phones shall include phones, radios used for 2-way or "walkie-talkie" communications, smartphones, tablets and hotspots.

#### **User Qualifications**

District employees may qualify for a cellular phone or other wireless devices to be provided by the District if:

- a) The responsibility of the position requires the employee to be mobile.
- b) The District has determined a cellular phone is required for the performance of employee duties.
- c) The position consistently requires timely and business critical two-way communications.
- d) The safety and security of the work place is enhanced.

#### **Equipment and Service**

Cellular Equipment and Service shall be purchased in accordance with the following:

- a) Only cellular equipment and service plans sourced through the Information Technology / Services Department (IT) in coordination with the requesting Supervisor may be used. The IT department has the central coordinating responsibility for all cellular phone related transactions.
- b) The cellular phone model and service plan selected shall satisfy the basic needs of the position, as well as being cost effective.

#### **Cellular Phone Business Usage**

Employee use of cellular phones is as follows:

- a) Only by the individual to whom the phone is issued.
- b) Responsible for the safekeeping, care and custody of the phone assigned to them.
- c) Use of District provided phones for private, commercial or consulting purposes is not permitted.
- d) Use of cell phones in an illegal, illicit or offensive manner is not permitted.
- e) When a cellular phone is no longer required because of termination of employment or change in job status, the Supervisor of the employee shall ensure that the

equipment is returned to the IT department so that service can be terminated and the phone recycled as applicable.

- f) there is no expectation of privacy in the use of a District issued cellular phone.

### **Cellular Phone Operation While Operating a Vehicle**

If a District cellular phone is assigned to an employee who is required to operate a vehicle in the course of conducting District business, the cellular phone is not to be used while operating such vehicle unless a "hands-free" feature is used or if there is imminent danger.

### **Disciplinary Action**

Violation of this policy will subject the employee to disciplinary action.

### **Cellular Phone Personal Usage**

Reimbursement for reasonable personal use will be handled in accordance with the following:

(employee to select one):

\_\_\_\_\_ Employee elects to pay an annual charge of \$240.00 for reasonable personal usage; or

\_\_\_\_\_ Employee elects not to use cellular phone for personal use.\*

\*If employee elects not to use cellular phone for personal use, please verify personal cell phone number \_\_\_\_\_ that will be used.

The Supervisor is responsible for monitoring employee personal usage

I have read the above cellular phone policy, selected my personal use preference, and agree to comply.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Board Approved December 2012