Cellular Telephone Use Policy

Suffolk County Community College provides cellular telephones to individuals whose duties and responsibilities require immediate or remote communications capabilities. This policy describes the assignment, use and management of these cellular telephones.

Assignment: The assignment of cellular telephones must be approved by a Vice President, the Executive Vice President or the President. Cellular telephones shall only be assigned to employees whose duties and responsibilities require immediate or off-site capabilities. The assignment of cellular telephones will be reviewed annually to assure compliance with this policy.

Equipment Responsibility: Each individual to whom a cellular telephone is issued shall be primarily responsible for the security and maintenance of the telephone. Theft, loss or damage of a cellular telephone must be reported immediately. The responsibility for the cellular telephone cannot be transferred to another employee. When an employee to whom a cellular telephone has been assigned terminates employment or transfers to another College position, the cellular telephone must be returned to the College prior to the employee’s last day of work. Each employee assigned a cellular telephone must sign an Acknowledgment of the Cellular Telephone Use Policy (Attachment 1), which will be maintained in the employee’s personnel file.

Personal Use: Assigned cellular telephones are to be used for official business-related activities. Personal use of an assigned cellular telephone should only be occasional, incidental or for emergencies.

Reimbursement: A quarterly usage bill will be provided to each employee assigned a cellular telephone. The employee is responsible for reviewing the usage bill and reimbursing the College for personal calls. All employees assigned a cellular telephone must complete, sign and return a quarterly Cellular Telephone Reimbursement Report (Attachment 2).

Approved by Executive Council

November 13, 2007
I have read and understand Suffolk County Community College’s Cellular Telephone Use Policy. By signing this Acknowledgment, I agree to abide by that Policy and to all applicable international, federal, state and local laws pertaining to the use of cellular telephones.

__________________________________
Signature

__________________________________
Print Name

__________________________________
Date
Cellular Telephone Reimbursement Report

I certify as to the following:

1. I have reviewed the attached bills for the use of the cellular telephone provided to me and I have identified the calls that are personal in nature.

2. I will reimburse the College for such personal calls when notified by the College as to the amount due.

3. All calls not identified as personal are just and proper calls relating to official College business.

__________________________________  
Signature

__________________________________  
Print Name

__________________________________  
Date

__________________________________  
Cellular Telephone Number