

# **Davis Technical College**

## **Mobile Communications Policy**

**Effective Date: 23 March 2018**

### **1. Purpose**

To provide general policies governing the use of cellular phones by employees of the Davis Technical College (College).

### **2. Compensation for Employee Owned Cellular Plans and Devices**

**2.1.** Prior to March 22, 2018, certain eligible employees were paid a monthly stipend to compensate for the use of personal cellphones for College business purposes. As of March 22, 2018, with the implementation of this policy, employees will no longer receive stipends or reimbursement for the use of personal cellphones.

**2.1.1.** Those eligible employees who had previously been receiving monthly stipends will have an equivalent amount added into their regular base pay, which will become effective beginning on the first payroll in April 2018. This amount will then be retained in base pay throughout their future employment. Each of these employees is expected to continue using their cellular phones in the same manner as if they were receiving the stipend.

### **3. Policy**

#### **3.1. Use of Personal Cellular Phones**

**3.1.1.** Employees may choose to use their personal cellular phone in order to assist in performing his/her job duties. All full-time Professional/Administrative and Faculty employees are expected to be accessible during regular work hours, which may include availability through a mobile device.

**3.1.2.** Departments may obtain College owned cellular phone devices and/or phone numbers for departmental use when the phone is to be shared and utilized by multiple individuals, or when the assigned phone number is published as a College contact number.

**3.1.3.** An employee's personal cellphone number should not be published as a means to contact the College for business purposes. Only the College's internal office phone numbers should be used for marketing and publishing purposes to customers, students, partners, and clientele doing business with the College. Calls to these desk phones could be automatically transferred to a cellphone using the phone system "twinning" feature when necessary. This does not prohibit employees from using cellphones to make or receive individual contact.

**3.1.4.** The College cannot be held accountable for any illegal or improper use of a mobile device not owned by the College. Employees shall not use their mobile devices while operating a motor vehicle as defined in Utah law.

### **4. Approval and Notes**

Revised Board Approval: 22 March 2018  
Revised Presidents Council Approval: 26 February 2018  
Revised Board Approval: 27 October 2011  
Revised Board Approval: 27 January 2011  
Board Approval: 28 September 2006