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<th><strong>School of Public Health and Information Sciences</strong></th>
<th><strong>Policy/Procedure</strong></th>
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<td><strong>Subject</strong>: School funded Cell Phone Policy</td>
<td>No. 00001</td>
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<td><strong>Author</strong>: Technology and Facilities Manager</td>
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<td><strong>Effective Date</strong>: 02/03/2006</td>
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**Purpose**: To provide guidelines for the issuance and use of cellular telephones provided by the School of Public Health and Information Sciences (SPHIS).

**Coverage**: All SPHIS faculty and staff.

**Policy**: SPHIS issued cellular telephones will be provided to employees who meet the following guidelines:

- Deans, Associate/Assistant Deans, and Department Chairs
- Directors, Managers and other employees whose job responsibilities require that they spend more than 25% of their normal shift away from their office/desk/campus, yet must be readily accessible.
- Directors, Managers and other employees with after hours communication needs for support or emergency related issues with approval of the Director of Administration.

**Procurement**: SPHIS may provide upon review and approval from the Technology Manager $200.00 for the purchase of a cellular telephone on a two year contract. If a user wishes to have a cellular telephone that requires more than the amount provided, he or she is responsible for the overage amount. SPHIS will replace the phone at the end of the two year service contract in accordance with the procurement guidelines in this policy.

Employees will be provided with a belt clip and a desk charger. Any additional accessories will need to be paid for by the user.

Any additional features, such as unlimited Instant Messaging or Data Packages (for data downloads of email or Internet capability) must be approved by the Health Information Project Manager. Approval for these services will be based on job need, if not needed for work load, the user may opt to pay for these services out of pocket.

Cellular telephones for family members of SPHIS employees will not be provided or managed.

**Notes**: Any exceptions to the above guidelines must be approved by the Director of Administration and the Technology/Facilities Manager.

**Usage**: All SPHIS issued cellular telephones are intended for business use, although personal use during business travel is acceptable.

If the issued cellular telephone is regularly used for personal calls, the user must pay $10.00 per month of the total bill. This is payable on a quarterly or annual basis. If the phone is used for personal calls and there are any roaming or overage charges, the user must reimburse the school for these charges. The check should be made out to University of Louisville.

SPHIS provided cell phone usage is monitored and inappropriate use could lead to termination of cellular telephone privileges.