

Planning and Information Resources Division

University Provided Cell/Smart Phone Policy

Introduction

This policy is intended to further clarify the University standing policy entitled *Policy for Acquisition and Usage of Wireless Services Charged to University Budgets*. Since our divisional work requirements include satisfying our published OLA's and SLA's additional stipulations pertain to staff that are provided with these devices.

Policy

1. Initial granting and renewing of this privilege is based on job function —employees whose responsibilities require time away from the office during the typical work day, travel off campus several times monthly, and/or the ability to work evening and weekend hours, and who need to be reachable to effectively discharge their duties. Divisional leadership will review each request for a cell phone or smart phone using the job function filter. A recommendation will then be put forward to the Vice-President for final action.
2. Once approved, staff may **only** choose an ITS/Network Infrastructure supported cell/smart phone.
3. Divisional staff who carry a University-provided cell/smart phone are expected to be reachable with this device 7 days a week, 365 days per year, during business and off hours. It is expected and appreciated that staff will respond as quickly as possible and practical, within the guidelines set by our divisional OLA's. Every effort will be made not to contact staff who are on vacation.
4. Divisional leadership and TSC staff are expected to exercise reasonable judgment in deciding when to contact staff who carry these devices during non-business hours.