

**POLICY TYPE: Infrastructure Services**

**POLICY TITLE: Cell Phone Usage**

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Responsible Administrator: Vice President for Infrastructure Services

Location of Related Procedures: Office of Vice President for Infrastructure Services

Employees may be provided with cell phone service, including voice and data service, as a condition of employment. Employees should check with their supervisor or department head regarding eligibility and authorization procedures. Subject to supervisor or departmental approval, employees may receive cell phone service through a college-purchased cell phone. *Business use* is any use in the course of performing specific job-related duties on behalf and for the benefit of Madison Area Technical College.

**Purpose:** To provide guidelines for the purchase, use, and payment of cell phones for college-related business.

Cell phones are provided to some College employees for use as a condition of employment. There is an expectation by the employee's supervisor and those at the Executive Team level that the employee will be available beyond the normal work day for the need to communicate. Such provision is for the benefit of the College, allowing access to these individuals after hours while away from their official work areas and while in travel status.

Cell phone services, including voice and data service, provided to an employee is primarily for business use. It is burdensome to require individuals to carry more than one cell phone to achieve access to both business and personal matters. Therefore, personal use that does not conflict with College use of cell phone devices is permitted. Such use shall not be considered a perquisite or entitlement.

Costs incurred by the College for personal, non-business related use of college-provided cell phones are to be reimbursed by the employee. Such reimbursement shall be made to the College in the amount of \$15 per month, submitted on a quarterly basis, and credited to the cost center to which the original expense was charged. The employee's supervisor is responsible for an annual review of the usage pattern to determine if the monthly personal-use fee should be continued, changed, or discontinued.