

College for Creative Studies

Cell Phone/Wireless Card Request

**Supervisor completes and submits to (1) Division Head, and (2) Human Resources, (3) Employee completes Employee Option*

CCS cell phones/wireless cards may be issued to employees whose position responsibilities require communication for CCS operations and functions outside of normal business hours. Other requests for a cell phone/wireless card will be considered on a case-by-case basis. All cell phone/wireless card requests must be approved by the employee's Supervisor, Division Head and Human Resources. To request a cell phone/wireless card, the employee should read and sign the attached Cell Phone/Wireless Card User Policy, and the Supervisor should complete the following and submit to the Division Head.

Request for: cell phone / wireless card / cell phone and wireless card /
cell phone stipend (\$50 per month payroll allowance in lieu of cell phone)

Employee to receive cell phone/wireless card: _____

Employee Title: _____

Reason employee requires a cell phone/wireless card:

Supervisor Approval: _____ Date: _____

Division Head Approval: _____ Date: _____

Director of Human Resources Approval: _____ Date: _____

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Cell Phone/Wireless Card User Policy

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Company-provided cellphones: If the request is approved, the employee will be provided a cell phone, wall charger, ear buds and protective screen. The employee may acquire a case for the cell phone, car phone charger, or other accessories, if desired, but employee will be responsible for said expense.

Personal use of the CCS-owned cell phone should be kept to a minimum.

CCS policies contained in the Handbook for Administrative Staff or Faculty Handbook (as applicable to the particular employee) will apply to CCS cell phone usage. This includes the CCS Electronic Communications Policy, which prohibits usage of CCS cell phones and other electronic media for transmitting, retrieving or storing information or communications that are discriminatory, harassing, offensive, or obscene, the Equal Opportunity, Discrimination and Harassment Policy, and the College's policies on confidentiality, including the Confidentiality Policy and the Family Educational Rights and Privacy Act (FERPA) Policy. Please consult the applicable handbook for more specifics.

Employees are expected to protect the college-owned cell phone and any equipment from loss, damage or theft and to ensure that unauthorized individuals are not able to access information contained on the college-owned cell phone. The cell phone must be protected by a passcode. A lost or stolen CCS-owned cell phone must be reported to the Coordinator of Facilities and Administrative Services as soon as the employee realizes it is missing.

Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection. As stated in the CCS Electronic Communications Policy, all electronic communications contained in CCS systems, including on CCS-owned cell phones are CCS records and/or property, and employees should not assume that they are private.

Employees are required to notify the Coordinator of Facilities and Administrative Services when they will be traveling in and out of the country so that the Coordinator can adjust their cell phone plan accordingly. Employees may be responsible for any charges to their account for failing to do so.

Safety Issues for Cell Phone Use Cell phones and driving: Cell phones are a potential distraction while driving, and safety must come before all other concerns. To minimize safety risks, employees are prohibited from using the

college-provided cell phone – or any cell phone or other handheld device - while driving; use of a cellphone while driving is not required by CCS. Employees may however, use hands-free operations where state and local laws permit, or pull off to the side of the road and completely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in unfamiliar area. Even with a hands-free device, cell phone use should be kept to a minimum while driving.

Reading or sending text messages, browsing the internet, or using other apps while driving is strictly prohibited.

An employee who is charged with traffic violations resulting from the use of a college-owned cell phone while driving will be solely responsible for all liabilities that result from such actions.

Employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cell phones at all times.

Employee Agreement: By signing this form I agree that I have read the Cell Phone/Wireless Card User Policy and agree to comply with all terms of the policy including that:

- I will use the cell phone/wireless card for business purposes only, and keep personal use to a minimum.
- I am responsible for any charges resulting from out of the country phone usage if I did not communicate my travel plans to the Coordinator of Facilities and Administrative Services.
- I will adhere to this policy on cell phones and driving.
- I will treat the cell phone/wireless card with appropriate care to avoid loss or damage.
- I will return the cell phone/wireless card with all CCS-provided accessories if CCS determines that I no longer require the use of a cell phone/wireless card for business purposes, when I separate from CCS, or on CCS' request.
- I will adhere to all CCS policies with respect to use of the cell phone and/or wireless card, including, but not limited to the Electronic Communications Policy, the Equal Opportunity, Discrimination and Harassment Policy, and the College's policies on confidentiality, including the Confidentiality Policy and the Family Educational Rights and Privacy Act (FERPA) Policy.

I understand that CCS will normally not replace any cell phone that is lost or damaged more frequently than once every two years. I understand that if I lose, damage, or use the cell phone/wireless card for other than business purposes, or misuse the cell phone/wireless card in any way, or violate anything in this Cell

Phone/Wireless Card User Policy, I may be subject to disciplinary action, up to and including termination of employment.

Employee Name

Employee Signature

Date

Copies: Employee
 Coordinator of Facilities and Administrative Services
 Office of Human Resources
 Vice President of Finance