

METROPOLITAN STATE UNIVERSITY REGULATIONS



Cellular Phone Acquisition and Usage

Administrative Affairs Policy #4120

Section 1. Policy

This policy is established to define the criteria used to acquire university-owned cellular phones for employees, and to manage their use.

Section 2. Authority

This policy is issued pursuant to the operating authority granted to the university's President by the Board of Trustees of the Minnesota State Colleges and Universities.

Section 3. Effective Date

This policy shall become effective upon signature by the Vice President of Administration and Finance and remain in effect until modified or expressly revoked.

Section 4. Responsibility

The responsibility for implementation of this policy is assigned to the Vice President, Administration and Finance.

Section 5. Criteria

University cellular phones will only be purchased for employees who can demonstrate a clear institutional purpose for having one. Departments requesting cell phones for their employee(s) must submit a rationale to the Vice President for that division, who will approve or disapprove the request, and keep rationale on file.

Facilities and Information Technology employees who are required to work away from their desks may have a cell phone assigned to them by their supervisor.

Employees at the President or Vice-President level will be assigned a university cell phone.

Please refer to University Procedure #412 for more detailed information.

Section 6. Background and Implementation

Background: MnSCU Procedure 5.22.1 Part 5 Subpart A states “System employees may make reasonable use of System information technology for personal communications so long as the use is in accordance with state law, Board policy and System procedure, and the use, including the value of employee time spent, does not result in an incremental cost to the State, or results in an incremental cost that is so small as to make accounting for it unreasonable or administratively impracticable, as determined by the Office of the Chancellor, college or university. Reasonable use means use consistent with this procedure.”

Metropolitan State University defines reasonable personal use of cell phones as usage that does not distract from an employee’s focus on assigned tasks, is of limited duration for occasional personal communication and does not cause a measurable loss to Metropolitan State University of time or resources.

Violation of policy on reasonable use: Personal use of a university-owned cell phone that exceeds the standard of reasonable personal use will be handled through normal disciplinary procedures, including applicable bargaining unit provisions.

Section 7. Review

This policy will be subject to review on an annual basis.

Section 8. Approval

Issued on this 25th day of August, 2005

Cathleen Brannen, Vice President, Administration and Finance