

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Use of Mobile Communication Devices	<u>Number</u> 134
Related Policy:	Information Security and Technology Resources – 6Hx20-8.001	<u>Page</u> Page 1 of 3

I. Purpose

To establish approval and control requirements to ensure that the issuance of mobile communication devices is within the guidelines set forth by the College.

II. Procedure

A. Introduction

1. The College recognizes that using mobile communication devices in some cases may aid an employee and benefit the employee's department and the College.
2. All mobile communication devices purchased and maintained by the College will be used to conduct official College business; however, incidental personal use is allowed.
3. Mobile communication devices may be provided to select positions designated by the President's Cabinet, where those positions are related to the security, maintenance, and efficient operation of the College or jobs requiring mobile communications capabilities, including but not necessarily limited to members of the Cabinet. Hereafter, all such positions are referred to as designated positions.
4. In emergencies, such as a hurricane or disaster, a designated position who elects to use a personal mobile communication device may be reimbursed for only College-related communications charges. This reimbursement will not exceed the cost of a College-provided device or service.

B. Definitions

1. Mobile communication devices are cellular telephones, wireless voice-over-Internet Protocol telephones, two-way radios, smartphones, smartphone-type devices, tablets, beepers, and mobile hotspots.
2. Designated positions related to the security, maintenance, and efficient operation of the College or other positions requiring mobile communications capabilities are defined as those positions that must provide immediate response/problem resolution to multiple sites; those that must provide emergency, rapid technical support to faculty, other staff, and/or students; and those that must provide real-time, live phone-based communication/coordination to resolve/troubleshoot technical infrastructure problems.

C. Requirements and Uses

1. It is the responsibility of each Budget Supervisor to determine and provide a list to their President's Cabinet member of which positions under their supervision, if any, should be designated for a mobile communication device assignment and the type of device requested.
2. It is the responsibility of each President's Cabinet member to review said lists and to submit their final list to the Executive Director, Technology Operations, whose responsibility it is to submit to the President's Cabinet a College-wide composite list for approval consideration no later than the last Council meeting in May before the start of each fiscal year. The Executive Director, Technology Operations will recommend the type of device to be assigned based on the options available and will identify those designated positions to be assigned College-provided devices and those who will use personal devices.
3. College Assigned Mobile Communication Devices
 - a. Upon affirmative action, the Executive Director, Technology Operations shall confirm service plan parameters (monthly plan minutes, state-wide, national, or no long-distance coverage, pooling of unused minutes, text messaging, etc.) for College-provided mobile communication devices. The State Contract or a competitively bid contract of another governmental agency or non-profit buying cooperative may be used instead of a competitive bid by the College.
 - b. The use of assigned mobile communication devices shall be for College-related matters. However, incidental personal use is allowed.
 - c. Departmental supervisors will be responsible for monitoring the use of mobile communication devices and may remove a device upon evidence of misuse by an employee. Other sanctions may also apply as determined by law or College rule.
 - d. Mobile communication devices may be assigned to a department instead of a person. All employees in the department who will have access to the mobile communication device as a part of their job requirements will be required to sign a usage form to use the mobile communication devices.
4. Personal Mobile Communication Devices

A designated position who uses their personal mobile communications device may be reimbursed for only College-related communications charges as follows:

 - a. To receive reimbursement for the College-related use of a personal mobile communication device, an individual should complete an Expense Report and include a copy of the original invoice from the service provider attached, clearly marked to show which transactions were College-related. The individual to be reimbursed must clearly state on the Expense Report the following: This reimbursement request does not include any non-College-related calls or costs.
 - b. Reimbursement will be made on the same basis as the charge for the service plan of the provider is made, i.e., if the charge is by the transaction, the amount of identified College-related transactions will be reimbursed, or, if the charge is for a total amount for the plan in use, reimbursement will be on a pro-rata basis.

D. Lost, Stolen, or Damaged Equipment

1. The administrative department is responsible for the initial cost of lost, stolen, or damaged equipment. In some cases, the employee may be responsible for reimbursing the College for the cost of lost, stolen, or damaged equipment.
2. Equipment that fails under everyday use free from apparent physical damage will be replaced or repaired by the College and charged back to the department.

E. Termination of Employment with the College

As part of the termination checkout process for the College, all issued equipment must be turned in to Network and Telecommunications before the employee's final check can be processed. Network and Telecommunications will complete the appropriate section of a release form for the employee to turn in to the Human Resources Department to process the final check.

F. Violations and Enforcement

Employees who violate this policy may be denied access to these resources and may be subject to other penalties and disciplinary action, both within and outside the College.

Responsible Official	Executive Director, Technology Operations
President's Signature: 	Date: 10/27/2023