Knox Cellular Services Policy

The College offers two programs to provide cellular phone access to employees whose duties or responsibilities require that they have a cellular phone. For example, employees whose assigned duties extend beyond the normal working day, need to be contacted or recalled to campus to respond to critical situations, whose work does not allow them to utilize an office phone for business communication, or whose positions require frequent travel are the most common examples of employees nominated for the program. The College, at its option, may choose to provide an employee a cellular phone, provide a cellular phone to be shared by employees fulfilling a role (e.g. on-duty campus safety officers), or provide reimbursement to offset costs associated with business use of a personal cell phone.

Eligibility

President's Council representatives will select staff members from their respective areas who are eligible for the program. If the selected staff member is provided a cellular phone the Council member will also be responsible for selecting the type/model of phone. If the staff member is to receive reimbursement the Council member will be responsible for selecting the dollar amount of the reimbursement from options offered by the program.

Equipment Provided.

The College will provide the phone, charger and car charger (if requested). All other equipment including cases, extra chargers, Bluetooth accessories, and memory cards will not be provided and are the responsibility of the employee. Council members may, at their discretion, provide additional equipment funded from the appropriate departmental budget.

The ITS program administrator selects phones eligible for the program. This is done to ease the burden of support as well as to provide cost containment. A phone that is not endorsed by the program may be obtained by submitting a request to the ITS program administrator explaining the business case for the particular model of phone. The requested phone will be provided at the discretion of the ITS program administrator.

Usage

The ITS program administrator monitors aggregate calling and data usage. The ITS program administrator reserves the right to contact individual users in order to determine the nature of the phone usage in cases of atypical or excessive usage. The President's Council sponsor of the employee will be notified if such contact is to occur. The ITS program administrator may terminate access to the program if, after consultation with the President's Council sponsor, a usage issue is identified and cannot be resolved.

Replacement of lost or damaged equipment is at the discretion of the ITS program administrator.

All phones provided by the program are the property of Knox College. Participation in the program and the program itself may be terminated at any time at the discretion of the ITS program administrator.

Procedures

President's Council members select employees to receive cell phones by completing cell phone selection worksheet circulated at each cellular contract renewal term (2 years). Council members may request a cell phone to be provided to an employee between renewal periods by contacting the ITS program administrator.

President's Council Members may select an employee to receive reimbursement by completing and submitting a request for Cell Phone Reimbursement form. Please click the link to see further details about the reimbursement program. Please contact the ITS program administrator when you submit this form.

Employees who are nominated to receive reimbursement for cellular services are required to submit and agree to the conditions outlined in the Employee Cell Phone Reimbursement Agreement. Please click on the link to review this form. This form must be completed for each fiscal year reimbursement is to be received.

When an employee who has been provided a program cell phone ends employment with the College all provided equipment shall be returned to the ITS program administrator and will be reissued to fulfill subsequent requests to provide cellular phones.

If a phone number of an employee leaving the College is to be retained or monitored after an employee leaves, please contact the ITS program administrator to coordinate.

If a phone provided by the College is lost or stolen it is the responsibility of the individual provided the phone to contact the ITS program administrator within 24 hours so that service can be terminated.

This policy was approved and adopted by President's Council on January 29, 2016.