

September 10, 2004

**Facilities Management Department
Policy Statement #11**

Wireless Communication Device Usage

1. **Purpose:** The purpose of this policy is to provide guidelines for the use of wireless communication devices. Wireless communication devices include cellular phones, Nextel type devices, pagers, 2-way radios and Personal Data Assistants (PDA's). This policy is intended to insure proper use of state resources and the safety of all Facilities Management employees.
2. **Responsibility:** It is the responsibility of all Facilities Management employees to use wireless communication technology productively and safely.
3. **Guidelines:**
 - a. Facilities Management Provided Wireless Communication Devices:
 - 1) Use of wireless communication devices provided by Facilities Management is a privilege. These devices are issued to improve Facilities Management operations and service, as well as to provide timely communications in emergency or disaster recovery situations.
 - 2) Facilities Management provided wireless communication devices are to be used for business purposes only.
 - 3) Employees should use the least expensive means of communication available as time allows. Least expensive means of communication include: land-line telephones, two-way radios, and email.
 - 4) NO personal calls are allowed on Facilities Management provided wireless communication devices without advance written authorization from a Facilities Management Manager. Emergency calls are exempted from the advance authorization requirement.
 - 5) Employees must review their monthly cell phone statement by signing the final page of the statement/invoice. Employees will reimburse Facilities Management for all charges resulting from personal calls.

b. Personally-Owned Wireless Communication Devices:

- 1) Excessive use of personally-owned wireless communication devices during business hours is considered outside an employee's scope of employment.
- 2) Except in emergency situations, use of personally-owned wireless communication devices should be limited to break periods and the employee's lunch period. Use of cell phones for personal calls during times other than those designated above wastes time for which the employee is being paid by the University. This is subject to disciplinary action.
- 3) Facilities Management personnel are not expected to use a personally-owned wireless communication device for official Facilities Management business. Employees will not be reimbursed for the cost of using a personal wireless communication device for official Facilities Management business without the advance written authorization of the Associate Vice Chancellor of Facilities Management.

c. Safe Practices:

- 1) Employees are NOT Authorized to use a wireless communication device while operating State owned vehicles or equipment.
- 2) If it becomes necessary to use a wireless communication device while operating a State owned vehicle, the employee must first safely pull over to the side of the road and place the transmission in a "Park" position before making or accepting a call.
- 3) Employees must never attempt to take notes, flip through address books or otherwise divert their attention from driving. The wireless communication device itself should be kept in an easy-to-reach location within the vehicle.
- 4) All conversations should be suspended during severe weather or any other condition which may compromise safety.
- 5) Employees are NOT Authorized to use any wireless communication device while engaged in maintenance and repair or housekeeping tasks. It is especially important that employees avoid use of wireless communication devices while operating power equipment, hand tools or while working on ladders.

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For Facilities Management