

ACADEMIC POLICIES & PROCEDURES

POLICY NAME: CELL PHONE PERSONAL USE POLICY	TEMPORARY REVIEW NUMBER:
CLASSIFICATION: UNIVERSITY	SUPERSEDES: NA
AUTHOR: CIO/VICE PRESIDENT FOR TECHNOLOGY	LAST REVIEW: NA
AUTHORITY: MNSCU PROCEDURE 5.22.1	NEXT REVIEW: SEPTEMBER 2009
APPLICATION: <input type="checkbox"/> Undergraduate only <input type="checkbox"/> Graduate only <input type="checkbox"/> All University	EFFECTIVE DATE: SEPTEMBER 2004
DISTRIBUTION (IDENTIFY AUDIENCE/PUBLICATION): EMPLOYEE HANDBOOK; MSU POLICY WEB SITE	CUSTODIAN OF POLICY: VICE PRESIDENT FOR ACADEMIC AFFAIRS

Comments/Background:

Cell phones have become an important tool for MSU when an institutional requirement is being served by an employee having mobile access to voice communications. It is understood that cell phones will only be purchased for employees who have a clear institutional purpose for a MSU cell phone, and that the use of this tool has an ongoing cost and needs to be managed properly. Cell phones will not be purchased for the personal benefit of the employee. Employees are discouraged from using a cell phone while driving.

The Office of the Chancellor of the Minnesota State Colleges and Universities has developed a policy and procedure governing cell phone use. Minnesota State University, Mankato's policy and procedure will be in compliance with MnSCU procedure 5.22.1 Part 4 Subpart B, which states: "Users must not: d. use System cellular telephones or computer dial up services for personal use unless specifically authorized by System or State policy or procedure." Minnesota State University, Mankato is therefore establishing a policy and procedure to communicate how personal use of Minnesota State University, Mankato cell phones will be managed.

Policy Statement:

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."


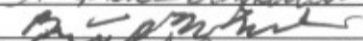

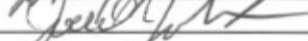

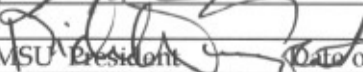
Minnesota State University, Mankato defines reasonable personal use of cell phones as usage that does not distract from an employee's focus on assigned tasks, is of limited duration for occasional personal communication, and does not cause a measurable loss to Minnesota State University, Mankato of time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

Procedures:

1. 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.
2. Review and Reimbursement:
 - a. The Office of Information and Technology Services at Minnesota State University, Mankato will provide each Division with a comprehensive list of cell phone activity by user and cost center on a monthly basis. Supervisor's will require each cell phone user to review the monthly bill, highlight all personal calls, sign a statement indicating that this

is an accurate representation of personal use of the cell phone, and return the statement and the bill to the supervisor.

- b. If no calls are personal, the cell phone user will indicate that fact on the statement, and return the bill and the statement to the supervisor.
- c. All highlighted personal calls will be reimbursed to Minnesota State University, Mankato at the per minute rate stated on the bill for up to the total cost of all calls that month. The actual per minute rate may change each month depending on the cumulative monthly minute tier. Personal calls could include both calls placed and those being received that incur any charges. If a higher actual charge is incurred for a personal call, the actual charge will be reimbursed.
- d. Each fiscal quarter, a reimbursement to the Cashier's Office will be made by each cell phone user using the Cell Phone Reimbursement Form (<http://www.mnsu.edu/theshop/forms/cellphone.pdf>). If the total quarterly reimbursement of a cell phone user is less than \$3.00, the reimbursement shall be combined with the next quarterly reimbursement.
- e. As an alternative, the cell phone user may pay for all costs for a given fiscal quarter and not need to identify any personal calls made that quarter.
- f. Charges on employee owned cell phones that are incurred for MSU business may be reimbursed through the normal expense reimbursement process.

		Date of Review
<input type="checkbox"/> Academic Affairs Council		Apr. 15, 04
<input type="checkbox"/> IFO	Stephen Bohnerlust	9/21/04
<input type="checkbox"/> MAPE		APR 15
<input type="checkbox"/> AFSCME	David Schreiner	Jul 15
<input type="checkbox"/> MMA		20 Sep
<input type="checkbox"/> MSUAASF		
<input type="checkbox"/> Senior Vice President Recommendation		
	Senior Vice President	Date of Recommendation
		9-21-04
<input checked="" type="checkbox"/> Presidential Approval		
	MSU President	Date of Approval
		9/21/04