



DATE: July 28, 2009

**INFORMATIONAL BULLETIN
ADMIN 09-02**

TO: State Agency Heads
Human Resource Directors

FROM: Commissioner Tom Hanson, Minnesota Management & Budget
Commissioner Sheila M. Reger, Department of Administration
Commissioner Gopal Khanna, Office of Enterprise Technology

RE: Revised Cellular Telephone Use Addendum to the Statewide Policy: Appropriate Use of Electronic Communication and Technology

The State of Minnesota has revised its Cellular Telephone Use addendum (attached). The new addendum, last updated in 2006, adds revisions that address incidental state-owned cell phone use and clarifies provisions of the previous policy.

Key provisions include:

- Use of state-owned cellular telephones is intended for state business.
- Use of state-owned cellular telephones for non-business purposes is limited to "incidental personal use."
- Employees are required to reimburse the state for personal use at a rate of \$.40 per minute.
- A state cellular telephone is not to be used for reimbursable non-essential personal phone calls while in overnight travel status.
- State cell phone records, including detailed information on individual phone calls, is public information, unless exempted by statute.

Please communicate this important information to staff within your agency. Thank you for your cooperation and assistance.

Handwritten signature of Tom J. Hanson in cursive script.

Tom J. Hanson, Commissioner
Minnesota Management & Budget

Handwritten signature of Sheila M. Reger in cursive script.

Sheila M. Reger, Commissioner
Department of Administration

Handwritten signature of Gopal Khanna in cursive script.

Gopal Khanna, State CIO
Office of Enterprise Technology

Attachment



Cellular Telephone Use Addendum to the Statewide Policy: Appropriate Use of Electronic Communication and Technology

Business Use Justification Requirements – Cellular telephones and service are provided for official state business use and are made available to employees in positions where the associated benefits justify the additional operating costs. Employees who travel or have job responsibilities that include being outside of the office or are continuously on call for extended periods may be good candidates for a state-assigned cellular telephone.

State agencies shall review and approve requests for cellular equipment and services consistent with their internal procedures.

Shared Cellular Telephones – Whenever frequency of use does not justify individual assignment, the sharing of state-owned cellular telephones is encouraged to reduce costs.

Individual Assignment and Self-Management – When sharing of state-owned cellular telephones does not meet operational needs, an employee may be individually assigned cellular telephone equipment.

Employees will acknowledge the receipt and acceptance of the conditions for the individual assignment of a state-owned cellular telephone using an agency or a State of Minnesota form developed for this purpose. See *Acknowledgement of Receipt Cellular Telephone Services and Equipment Form* (attached).

The agency is responsible for keeping the Receipt Form on file for the duration of the individual assignment of a cellular phone to an employee. When the employee leaves his/her position or is no longer an authorized user, the state cellular equipment must be returned to the employee's supervisor or other designated official.

Public Information – Call detail (e.g., time, number called, date, duration) of calls appearing on the state cellular telephone billing account is public information, except when exempt by statute.

Use of State Cellular Telephone for Personal Calls – The use of state-owned cellular telephone equipment and service is intended for state business. Personal use of state-owned cellular phones is allowable only for incidental use. Personal call minutes will require reimbursement, with personal minutes calculated at \$.40 per minute. However, an employee in overnight travel status will be allowed to use the state cellular telephone for personal calls without being required to reimburse the state for minutes calculated at \$.40 per minute

In the event that an individual uses their personal cellular phone to conduct state business and makes a reimbursement claim, only actual verifiable costs attributable to the state business call(s) will be reimbursed by submitting an expense recovery form through his or her supervisor. "Actual verifiable costs" are costs separately identified for each state call in excess of the standard monthly service fee. If reimbursement requests are routinely submitted, the supervisor should consider the assignment of a state-provided cellular phone or number to the individual employee.

Number Portability – In the event of a change of vendors for the state's cellular contract, in most cases cellular numbers may be ported (transferred) from one vendor to another.

Porting a personal cellular number to a state billing account is prohibited, as is porting a state cellular number to a personal billing account. This will avoid commingling personal and business calls.

Employee Safety – State of Minnesota employees are discouraged from using a cellular device while operating a motor vehicle in the conduct of state business, except for the purpose of obtaining or rendering emergency assistance.

Originally Issued: June 26, 2006

Revised: July 21, 2009