

UNIVERSITY OF DETROIT MERCY

Cell Phone Usage Policy

December 15, 2008

Revised January 1, 2012

PURPOSE

The use of University-provided cell phones should be based upon cost-effective practices that are applied consistently and comply with government rules and regulations.

POLICY

University of Detroit Mercy provides cell phones to certain Detroit Mercy employees for use as productivity and enhancement tools. Such provision is for the benefit of the University, allowing access to these individuals after hours, while they are away from their office, and while on travel status. It may be burdensome to require these individuals to carry more than one cellular phone to achieve access to both family and business. Therefore, with the approval of the supervisor, personal use that does not conflict with University use of cellular telephone devices is permitted. Such personal use should be limited in both occurrence and duration. Such use shall not be considered a perquisite or entitlement.

Additional costs incurred by the University for personal, non-business related use of University-provided cell phones are to be reimbursed by the employee. Such reimbursement shall be made to the University on a regular basis (no less than semiannually, or whenever accumulated personal expenses exceed \$25.00) and credited to the specific operating unit to which the original expense was charged.

Upon separation from the University, the phone must be immediately returned to the supervisor and the outstanding personal-use balance paid to the University with 10 days.

University-provided cell phone is the property of the University and as such may be removed from the employee's possession at any time. Abuse of University cell phone privileges will result in loss of such privileges, upon the discretion of the dean, director, department chair, or immediate supervisor.

The cell phone may not be used while operating a motor vehicle when on University business unless hands-free technologies are used.