

## Cellular and Desk Telephone Policy

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This policy describes the assignment, use and management of desk and cellular telephones by employees of the State University of New York College at Cortland. The College provides for the use of desk telephones by employees and cellular telephones for those individuals whose duties and responsibilities require immediate or remote communications capabilities.

### **Desk Phone Policy**

It is the policy of SUNY Cortland that college telephones are to be used for business purposes only. Employees are expected to exercise reasonable discretion in using College desk phones for personal use. Excessive incoming or outgoing personal calls during the workday can interfere with employee productivity and be distracting to others. Employees should make personal calls during non-work times and ensure that friends and family members are aware of the College's policy.

On occasion, it is understood that personal calls will be made or received during work hours. These should be kept to a minimum in terms of number of calls as well as duration of calls. Flexibility will be provided in circumstances demanding immediate attention so long as the employee discusses it with supervisory staff in advance.

The College has the right to monitor telephone usage to determine if misuse or abuse exists.

Desk telephones may not be used to defame, harass, intimidate or threaten any other person.

### **Cellular Phone Policy (College-owned)**

Cellular telephones that are the property of SUNY Cortland and are to be used for official SUNY Cortland business only. Personal use of an assigned cellular phone shall be occasional, for example, while away on business related trips, or for emergencies. Employees who receive a cellular phone allowance for a college-owned cell phone (in accordance with the Cellular Phone Allowance Policy) are not limited to occasional personal use. They are, however, expected to exercise discretion in making personal calls during the work day.

Individuals to whom cellular telephones are assigned are responsible for the security and maintenance of the phones and must promptly report any damage or theft to their appropriate supervisor or department head.

Utilizing a hand-held cellular phone while operating a motor vehicle is unlawful in New York State and is a violation of College policy.

The College has the right to monitor telephone usage to determine if misuse or abuse exists.

The purchase of cellular telephones and airtime must be in accordance with SUNY Cortland's Cellular and Desk Telephone Procedures.

Cellular telephones may not be used to defame, harass, intimidate or threaten any other person.

### **Personal Cellular Phone Policy**

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of College phones. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should make personal calls during non-work times and ensure that friends and family members are aware of the College's policy.

On occasion, it is understood that personal calls will be made or received during work hours. In most cases, employees are accessible through the voice mail system, secretarial/administrative support, or the customer service center, so the need to use personal cell phones is limited to exceptional situations. Flexibility will be provided for these situations and in circumstances demanding immediate attention so long as the employee discusses it with supervisory staff in advance.

The College will not be liable for the loss, theft, or damage of personal cellular phones brought into the workplace.

Utilizing a hand-held cellular phone while operating a motor vehicle is unlawful in New York State and is a violation of College policy.

### **Policy Violations**

Violation of these policies may lead to suspension or loss of service or privileges and may lead to more serious sanctions including disciplinary action.

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