PURPOSE

The purpose of this document is to describe the policy of Creighton University regarding the use, procurement and possession of cell phones for University business.

POLICY

Employees requiring cell phones to perform their work will be provided a device which best meets the needs of their function.

PROCEDURE

1.0 Authorization and User Qualifications:

Employees may qualify for a cellular device and related data service only if their department head, as approved by their Vice President or Provost/Dean, has determined the device to be required for the performance of their jobs and the following criteria are met:

- The job requires the employee to be mobile and with direct contact to the University or business associates; or
- The job consistently requires timely and business-critical communication for which there is no reasonable alternative.

The following criteria may serve as a guideline to identify an employee’s need for a cell phone or device:

- Safety requirements indicate having a cellular device is an integral part of meeting the requirements of the job description
- More than 50% of work is conducted off-campus
- The employee is required to be contacted on a regular basis outside of normal work hours
- The employee is required to be on-call outside of normal work hours
- The job requirements include critical university-wide communication for decision making
2.0 Activation, Plans, Pricing

For information on activating service and plans offered please refer to the Purchasing Forms website.

ADMINISTRATION AND INTERPRETATIONS

This policy and procedure are administered jointly by the DoIT and the Purchasing department. Questions regarding this policy should be referred to the respective area.

ADDITIONMENT/TERMINATION OF THIS POLICY

The University reserves the right to modify, amend, or terminate this policy at any time.

VIOLATIONS/ENFORCEMENT

Any known violations of this policy should be reported to the University’s Purchasing Director.