

# **Policies and Standards**

<i>SECTION:</i> <b>Purchasing</b>	<i>NO.</i> <b>6.6</b>	
<i>CHAPTER:</i> <b>Programs and Services</b>	<i>ISSUED:</i> <b>03/18/05</b>	<i>REV. A</i> <b>10/01/14</b>
<i>POLICY:</i> <b>Cell Phone Policy</b>	<i>PAGE</i> <b>1</b> <i>OF</i> <b>2</b>	

## **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

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## **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.

### **ADMENDMENT/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.