

Valparaiso University

Cell Phone Use Policy

PURPOSE AND SCOPE:

Valparaiso University (VU) is committed to providing staff with the appropriate tools to perform their jobs. To that end, VU has provided cell phones and/or radios for use in facilitating effective and timely communication among staff. In addition, VU is also committed to a safe work environment for its employees and others. In keeping with this objective, VU has developed this policy regarding proper use of cell phones and radios for all employees while at work.

UNIVERSITY ISSUED CELL PHONES

- Cell phones/radios issued by the University are to be used primarily for university business.
- Each person is responsible for the cell phone/radio assigned to him/her. They are a valuable resource that must be accounted for. Each phone has a specific amount of minutes assigned based on the selected contract and the minutes must be used wisely. Therefore:
 - Keep it on your person at all times when you are on duty.
 - If it is not working properly inform your supervisor so that it can be repaired.
 - If it is lost report it immediately to VUPD and your supervisor.
 - Phone charges for personal business phone calls that are incurred due to exceeding allocated minutes will be the responsibility of the person to whom the phone was issued.
- If you are issued a university owned cell phone for your job, you are required to pull off the road and stop driving before making or receiving a phone call, text message, or email message. If you have a "hands-free" phone device, you may make or receive phone calls without pulling off of the road.
- Keep your conversations/discussions brief.
- When traveling outside of the city for University business, it is your responsibility to know and adhere to the laws and regulations within the area you are traveling regarding cell phone use.
- Any employee who is charged with a traffic violation involving the use of a cell phone while driving will be solely responsible for all liabilities that result from such actions, including disciplinary measures resulting from a violation of this policy.
- If the phone you are issued has camera capabilities, you may not use the camera function while at work, unless for approved University business.
- University issued cell phones, including "hands-free" devices, may be treated as a taxable benefit. For more information, contact the Finance Office.

PERSONAL CELL PHONES

- Phone calls of a personal nature shall be made during your own time (either break or lunch), unless there is an emergency, as determined by your supervisor.
- While on the job, you are required to pull off the road and stop driving before making or receiving a phone call, text message, or email message. If you have a "hands-free" phone device, you may make or receive a phone call without pulling off the road.
- Any employee who is charged with a traffic violation involving the use of a cell phone while driving will be solely responsible for all liabilities that result from such actions, including disciplinary measures resulting from a violation of this policy.
- If your personal cell phone has camera capabilities, you may not use the camera function while at work (including break and lunch).

PHONE/RADIO ETIQUETTE

- If people are in close proximity, be sure that they are not disturbed or that they cannot hear your conversation.
- Keep your phone discussions brief.
- Be sure to turn phone to vibrate or turn off phones/radios during meetings.
- If you must take a call during a meeting, excuse yourself and leave the room to take the phone/radio call.
- There may be instances where you need to use the speaker phone. Please be sure to do so at the appropriate time so as not to disturb others around you. Go to a private office if need be.