

**DEPARTMENT OF ADMINISTRATION
REAL ESTATE AND CONSTRUCTION SERVICES (RECS)**

**POLICY on USE of CELL PHONE and EQUIPMENT
RECS - 003**

1 December 2009

<u>Purpose</u> To maintain and monitor compliance with State Statutes and Department policy on cell phone and equipment use.		
<u>References</u> <ol style="list-style-type: none"> 1. Statewide Policy on Electronic Communication and Technology – Admin Policy #05 2. Cellular Telephone Use Addendum to the Statewide Policy: Appropriate Use of Electronic Communication and Technology (originally issues June 26, 2006 and revised July 21, 2009) 		
<u>Definitions</u> For purposes of this policy, the following definitions apply: <ol style="list-style-type: none"> 1. <u>Cell Phone</u>: Any mobile electronic communication device that is owned by the State. 2. <u>Equipment</u>: Any State Owned article or object. 		
Policy and Action:		Responsible Person:
1.	Staff are to familiarize themselves with and comply with the Statewide policy on Electronic Communication and Technology and the Department of Administration addendum to the Statewide policy. (See all ADMIN policies at the Human Resources Website)	All Staff
2.	Staff complete the <i>Agreement to Take State-Owned Property Outside the Workplace</i> form (form is available on the RECS Internal Website) and shall schedule all cell phones or equipment in Microsoft Outlook prior to removing such items from the building premises where RECS is located.	All Staff
3.	The use of state-owned cell phone equipment is intended for state business. Personal use of state-owned cell phones is allowable only for incidental use. Incidental personal calls must be for a minimum duration and frequency. Examples of incidental personal calls include but are not limited to calls to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble.	All Staff
4.	When traveling for business, staff are to utilize the phone available at the meeting the site, if possible. The use of state-owned cell phones should be infrequent and of a short duration to minimize costs.	

	Policy and Action:	Responsible Person:
5.	Staff shall complete the “ <i>Acknowledgement of Receipt Cellular Telephone Services and Equipment</i> ” Form (form is available at: http://www.mainserver.state.mn.us/admin/hr/PDF/Policy_Cell_phone_Use_Addendum_-_FINAL_07-09.pdf) when signing out: <ul style="list-style-type: none"> a. Cell Phone b. Personal Computer - Desktop c. Personal Computer – Laptop d. Sprint Phone Card e. Camera f. Other major equipment 	All Staff
6.	Staff are to inform Supervisor of all calls on the state-owned cell phone within 24 hours of when the call was made. RECS Supervisors must review all cell phone calls for compliance with Statewide policy on Electronic Communication and Technology and the Department of Administration addendum to the Statewide policy.	RECS Supervisor/Staff

	RESPONSIBILITIES	Responsible Person:
1.	Utilize cell phones and equipment for State Business only and in accordance with policy.	All Staff
2.	Staff shall notify their Supervisor following all calls on the state-owned cell phone within 24 hours of when the call was made. Staff must reimburse the State at the prevailing rate for incidental personal calls.	All Staff
3.	RECS Supervisors must review all cell phone calls for compliance with Statewide policy on Electronic Communication and Technology and the Department of Administration addendum to the Statewide policy. Supervisors must review and approve cell phone invoices.	Supervisors
	ATTACHMENTS	
1.	See attached Addenda.	

Cellular Telephone Use Addendum to the Statewide Policy: Appropriate Use of Electronic Communication and Technology

Business Use Justification Requirements – Cellular telephones and service are provided for official state business use and are made available to employees in positions where the associated benefits justify the additional operating costs. Employees who travel or have job responsibilities that include being outside of the office or are continuously on call for extended periods may be good candidates for a state-assigned cellular telephone.

State agencies shall review and approve requests for cellular equipment and services consistent with their internal procedures.

Shared Cellular Telephones – Whenever frequency of use does not justify individual assignment, the sharing of state-owned cellular telephones is encouraged to reduce costs.

Individual Assignment and Self-Management – When sharing of state-owned cellular telephones does not meet operational needs, an employee may be individually assigned cellular telephone equipment. Employees will acknowledge the receipt and acceptance of the conditions for the individual assignment of a state-owned cellular telephone using an agency or a State of Minnesota form developed for this purpose. See *Acknowledgement of Receipt Cellular Telephone Services and Equipment Form* (attached).

The agency is responsible for keeping the Receipt Form on file for the duration of the individual assignment of a cellular phone to an employee. When the employee leaves his/her position or is no longer an authorized user, the state cellular equipment must be returned to the employee's supervisor or other designated official.

Public Information – Call detail (e.g., time, number called, date, duration) of calls appearing on the state cellular telephone billing account is public information, except when exempt by statute.

Use of State Cellular Telephone for Personal Calls – The use of state-owned cellular telephone equipment and service is intended for state business. Personal use of state-owned cellular phones is allowable only for incidental use. Personal call minutes will require reimbursement, with personal minutes calculated at \$.40 per minute. However, an employee in overnight travel status will be allowed to use the state cellular telephone for personal calls without being required to reimburse the state for minutes calculated at \$.40 per minute equivalent to a total of \$3.00 times the number of nights away from home, consistent with bargaining agreement and plan language authorizing expenses for personal calls while in travel status.

Incidental Personal Calls – Incidental personal calls are defined as meeting the following requirements:

- minimum duration
- minimum frequency

Examples of incidental personal calls include but are not limited to calls to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble.

Reimbursement and Possible Disciplinary Action – Employees are expected to use state cellular telephones responsibly and in accordance with this policy and any applicable work rules. Personal use of a state cellular telephone in violation of this policy or agency work rules may result in revocation of the cellular telephone assignment and possible disciplinary action against the employee. Employees must reimburse the state for personal use calls at the rate of \$.40 per minute

within 30 days of the billing date. In instances when supervisors become aware that personal use of the state cell phone exceed incidental amounts, the employee should be advised of this information and guidance should be given to the employee about limiting personal use of the phone. In the event the personal calls continue at an excessive rate, the employee should be warned that the personal use of the state cell phone is unacceptable and that future personal use of the state cell phone may result in disciplinary action.

Monthly Cellular Bill and Annual Service Reviews – Employees are responsible for keeping track of and identifying their personal calls. Any personal use of a state cellular telephone shall be identified by the employee and submitted monthly to his or her supervisor or other employee assigned to review and approve the monthly cellular telephone bill. Agencies should conduct a review annually of the individual cellular telephone assignments to determine if there is a continuing need and if it is cost justified.

Optional Personal Line at Employee Expense – For the convenience of state employees under certain cellular service plans, the state has negotiated the right to purchase a personal cellular line and number to be added to a state-owned cellular telephone. The personal billing account statement will be kept separate from the public information state business billing account statement. Calling records from the personal number will not be provided to the state and are not public information. This option will eliminate commingling of personal and business calls on the state’s cellular service. It may also eliminate the need to carry two cellular telephones.

Use of a Personal Cellular Telephone for State Business – This practice should be avoided to limit reimbursement requests from employees at phone rates that are less economical than the state’s contracted rates. In the event that an individual uses their personal cellular phone to conduct state business and makes a reimbursement claim, only actual verifiable costs attributable to the state business call(s) will be reimbursed by submitting an expense recovery form through his or her supervisor. “Actual verifiable costs” are costs separately identified for each state call in excess of the standard monthly service fee. If reimbursement requests are routinely submitted, the supervisor should consider the assignment of a state-provided cellular phone or number to the individual employee.

Number Portability – In the event of a change of vendors for the state’s cellular contract, in most cases cellular numbers may be ported (transferred) from one vendor to another. Porting a personal cellular number to a state billing account is prohibited, as is porting a state cellular number to a personal billing account. This will avoid commingling personal and business calls.

Employee Safety – State of Minnesota employees are discouraged from using a cellular device while operating a motor vehicle in the conduct of state business, except for the purpose of obtaining or rendering emergency assistance.

Originally Issued: June 26, 2006
Revised: July 21, 2009
State of Minnesota



**Acknowledgement of Receipt
Cellular Telephone Services and Equipment**

I acknowledge that I have received the State of Minnesota's policy covering Cellular Telephone Services and Equipment and understand that I am responsible for reviewing it and complying with the policy requirements.

I further acknowledge that the policy:

___ contains a section on 'Employee Safety' which discourages use of the cellular telephone while operating a motor vehicle or equipment while conducting state business, except for the purpose of obtaining or rendering emergency assistance.

___ contains a section on the 'Individual Assignment and Self-Management' and obligations for its return when no longer needed to fulfill state job responsibilities.

___ contains a section on the 'Use of a State Cellular Telephone for Personal Calls' that identifies that calls should be limited to incidental use as defined by the policy.

___ contains sections on 'Monthly Cellular Bill Review and Annual Service Reviews' and 'Reimbursement and Possible Disciplinary Action' that outlines reimbursement.

Employee Name (*Please print*)

Employee Signature Date

State Agency

Agency – Retain this form for the duration of the individual assignment to the employee named above.